

**PRINCETON PUBLIC UTILITIES COMMISSION
REGULAR MEETING
Mille Lacs Historical Society Amdall Room
101 10th Avenue South
Princeton, MN 55371
October 27th, 2021 1:00 P.M.**

- 1. Call to Order – Roll Call**
- 2. Approval of Agenda – Additions or Deletions**
- 3. Approval of Minutes**
 - a. Public Utilities Commission – Regular Meeting – September 22nd, 2021
- 4. Public Comment**

*(This agenda section is for the purpose of allowing customers to address the Commission.
Comments are limited to 3 minutes)*
- 5. Certification of Accounts Payable**
- 6. Reports**
 - a. SMMPA Reports
 - i. Minutes and Key Metrics
 - b. Financial Reports
 - i. Income Statement, Balance Sheet, Trial Balance, Cash Reserve, and EV Usage
- 7. Updates**
 - a. Electric Department updates
 - i. Generation Plant (Butcher)
 - ii. Distribution System (Linden)
 - b. Water Department Updates (Schmit)
 - c. City of Princeton update (McPherson/Zimmer)
 - d. General Manager's update (Butcher)
- 8. Ongoing Business**
 - a. ACH Discussion
 - b. Donation Policy
 - c. Employee Handbook
 - i. Memo 21-32: Employee Handbook Updates
- 9. New Business**
 - a. 2022 Proposed Budget
 - i. Memo 21-33: Proposed 2022 Budget
 - ii. Memo 21-34: Proposed 2022 Fee Schedule
 - b. 2021 Audit Plan
 - c. SMMPA Annual Meeting Report (Hanson)
- 10. Adjournment**

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

September 22, 2021, 1:00 P.M.

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held at the Mille Lacs County Historical Society Depot Museum in the Amdall Room, 202 10th Avenue South, on September 22, 2021, at 1:00 P.M.

Present: Chairman Greg Hanson and Commissioners Dan Erickson and Rick Schwartz.

Absent: None.

Also Present: Manager Keith Butcher, Secretary Kathy Ohman, City Councilor Jules Zimmer, City Administrator Michele McPherson, Electric Superintendent Jeremy Linden and Water Supervisor Scott Schmit.

Meeting was called to order by Chairman Hanson at 1:00 P.M.

Chairman Hanson called for additions or deletions to the agenda. There were none.

Mr. Erickson made a motion to approve the agenda of the September 22, 2021 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously.

After a discussion and clarification of the minutes, Mr. Erickson moved to approve the changed minutes for the August 25, 2021 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously.

Commission Chairman Greg Hanson stated the Public Comments portion of the PPU Commission Meetings is at each and every meeting. Customers have an opportunity at this time for any concerns or questions to be addressed. Comments and questions can either be made in person, e-mailed or by phone call. General Manager Keith Butcher stated he had received a letter from a customer regarding the property tax assessments. He requested this letter to be read and discussed during that portion of the agenda.

After a discussion, Mr. Erickson made a motion to approve the certification of accounts payable for the period of August 1, 2021 through August 31, 2021. Mr. Schwartz seconded. Motion carried unanimously.

6. REPORTS:

- a. The September SMMPA Key Metrics worksheet and August 11th Board Meeting minutes were presented. There was a discussion regarding SMMPA's 2022 cash reserves and distribution.
- b. The August 2021 PUC financial reports were presented.

7. UPDATES:

- a. In the Generation Plant, General Manager Keith Butcher reported they did test runs in September on the 9th and 10th. Stack inspections looked good. With Engine #7's intercooler replacement. Ziegler

and the Cat Engineers are on site today to remove and inspect the components as they are removed. The intercooler cores will be taken to the Ziegler facility where they will test the cores while the Cat Engineers verify the tests. The new intercooler cores will be installed on Thursday and Friday. Once repairs and reassembly of the unit are complete they will test run Engine #7 for four hours to ensure sufficient sample quantities for testing.

In the Electric Department, Electric Superintendent Jeremy Linden reported the underground on 17th Avenue North is almost complete. There were a couple outages toward 75th Avenue due to wind, a tree branch and a lightning strike. A voltage issue was reported on 7th Street North due to squirrels chewing on lines. Rum River Residential Suites on 1st Street is moving along. They continue working with DGR on the system study.

- b. In the Water Department, Water Supervisor Scott Schmit reported they have completed the hook up and hydrant installation at the Taco John's relocation. He has been working with the contractors at Rum River Residential Suites on 1st Street on sealing a well. Water and sewer installation are estimated for the end of September. An easement has been established at Sunken Ship Brewery to keep the hydrant accessible to PPU and the City of Princeton. Fall hydrant flushing in targeted areas is being done this week. Water tower inspections are done.

General Manager Keith Butcher reported if the hydrant flushing in targeted areas is successful, going forward the spring hydrant flushing would be a full flush and the fall flushing just in targeted areas. A Wellhead Protection Plan meeting is scheduled for October 12th. The Minnesota Department of Health requires there be two managers listed on the Wellhead Protection Plan. Manager Keith Butcher requested Scott Daniels be removed as manager from the Wellhead Protection Plan and replace him with Scott Schmit. Mr. Erickson made a motion to remove Scott Daniels as Manager on the PPU Wellhead Protection Plan and replace him with Water Supervisor Scott Schmit. Mr. Schwartz seconded. Motion carried unanimously. Water Operator Paul Parson resigned from his position in September. This open position for Water Operator will close on September 30th with the hope to fill this position by mid-November.

- c. City Administrator Michele McPherson and City Councilor Jules Zimmer updated the PPU Commission on recent City activities and projects.
- d. General Manager Keith Butcher reported the following:
 - i. Regulatory updates include the Minnesota Department of Health reports are completed. We have been working on the updates and changes made for the new Cold Weather Rule requirements. New requirements include a 30 day disconnection notice.
 - ii. The office staff has been including a free LED bulb in new customer welcome packets that are distributed in partnership with the Chamber of Commerce. The DGR system study should be completed by mid-December 2021. Staff has been working to re-format and update various documents along with the Water Service Rules.
 - iii. General Manager Keith Butcher will be participating in the Chamber of Commerce's 2021 Leadership Series starting tomorrow. Chairman Greg Hanson and Keith Butcher will be attending the SMMPA Annual Meeting on October 14th and 15th.
 - iv. "Drive Electric" is next week. We have a Facebook post that is scheduled.

8. UNFINISHED BUSINESS:

a. DEPOSIT POLICY

General Manager Keith Butcher presented Memo 21-27: Deposit Policy Change. The new Service

Deposit requirement will launch on October 1st, 2021 using a soft credit check in lieu of a customer meter deposit. Customers will pay a \$10.00 application fee when applying for service. There was a discussion on the proposal to add Utility Deposits to the Fee Schedule and update PPU Service Rules to include all application and processing fees. Also discussed was circumstances to return a deposit. The consensus of the commission was that a deposit will only be returned when the customer is able to pass a credit check and the customer has not been subject to a disconnection or late penalty within the last two years. Mr. Erickson made a motion to accept Memo 21-27: Deposit Policy Change with modifications as discussed. Mr. Schwartz seconded. Motion carried unanimously.

b. ACH DISCUSSION

General Manager Keith Butcher reported he has been working to update the ACH form and continues promoting ACH. There was a discussion on how to continue promoting ACH more. There was also a discussion on implementing a convenience fee for payments made electronically. Mr. Schwartz made a motion to adopt a convenience fee. After a discussion, the motion was rescinded.

City Administrator Michele McPherson left the meeting.

c. DONATION POLICY

General Manager Keith Butcher distributed a copy of the League of Minnesota's Donation Policy primer to the Commission prior to September 22nd. There was a discussion on how the Donation Policy must read for projects and promoting the community. This policy follow the City of Princeton's Donation Policy.

Electric Superintendent Jeremy Linden and Water Supervisor Scott Schmit left the meeting.

d. PRINCETON'S BUSINESS PARK ANNEXATION

General Manager Keith Butcher presented Memo 21-28: ECE Annexation Addendum. A discrepancy in the legal description of the new Princeton Business Park was discovered. Two acres in the Public Safety Building lot had been excluded. The amendment will correct the legal description. Mr. Schwartz made a motion to accept the addendum to the Electric Service Territory Agreement with East Central Energy. Mr. Erickson seconded. Motion carried unanimously.

9. NEW BUSINESS:

a. DELINQUENT BILLS AND PROPERTY TAX ASSESSMENTS

General Manager Keith Butcher presented Memo 21-29: 2021 Property Tax Assessments. Past due utility bills as of August 31, 2021 was presented to the PPU Commission for approval to be assessed to 2022 property taxes. Manager Keith Butcher read a letter received from Deborah Pope Burg. There was a discussion on the status of each account. After a discussion, Deborah Pope Burg's request to have her property tax assessment removed was denied. Staff will continue working to collect funds. Mr. Erickson made a motion to approve the list of delinquent utility bills to be assessed to the 2022 property taxes. Mr. Schwartz seconded. Motion carried unanimously.

b. 2022 MMUA SAFETY MANAGEMENT PROGRAM RENEWAL

General Manager Keith Butcher presented Memo 21-30: MMUA Safety Management Program Renewal. The renewal for the next program year of October 1, 2021 through September 30, 2022 has increased \$350.00. Mr. Schwartz made a motion to approve the renewal of the MMUA Safety Management Program. Mr. Erickson seconded. Motion carried unanimously.

c. 2021 PUBLIC POWER WEEK

Public Power Week which is promoted by APPA is October 3rd through October 9th. PPU will be holding an event on Saturday, October 9th, 2021 from 9:00 AM to 12:00 Noon to welcome the Princeton Community to our site to visit staff and ask questions they may have. There will be tours, safety demonstration, gifts and snacks available at the event. During the week, cookies will be available for customers along with a free LED bulb. There will also be a drawing for a gift box provided to the PPU from SMMPA.

d. BE BRIGHT CAMPAIGN

General Manager Keith Butcher reported SMMPA will be launching the Be Bright Campaign on October 1st with LED bulb rebates at point of sale. Coborn's will be participating in the campaign this year. They will have LED bulbs available to customers at a reduced price. Customers who receive a rebate at time of purchase are not eligible for an additional LED rebate from PPU.

e. HEAT SHARE AGREEMENT RENEWAL

General Manager Keith Butcher presented Memo 21-31: HeatShare Renewal. The PPU has been involved with Salvation Army with the Heat Share Program for assistance to low income customers for several years. For every dollar contributed to the HeatShare Program by PPU customers, PPU has matched up to \$50.00 in the past. The renewal contract for 2022 was presented to the PPU Commission for approval. There was a discussion on PPU contributed funds. Mr. Schwartz made a motion to approve the HeatShare Agreement Renewal and discontinue the PPU contributions effective immediately. Mr. Erickson seconded. Motion carried unanimously.

There being no further business, Mr. Schwartz made a motion to adjourn the meeting at 3:56 p.m. Mr. Erickson seconded. Motion carried unanimously.

Gregory Hanson
Chairman

Kathy Ohman
Secretary

PRINCETON PUBLIC UTILITIES

Accounts Payable Listing

For 9/1/2021 to 9/30/2021

<u>Vendor</u>	<u>Description</u>	
1 Aramark	Cleaning Supplies & Services	413.73
2 Arc Irrigation	Fertilization & Weed Control	238.00
3 Central McGowan, Inc.	Repair Cutting Torch Tip & Attachments	107.07
4 Core & Main, LP	Valve Box Extensions	138.60
5 CW Technologies, Inc.	Monthly IT Care Services Agreement	2,050.03
6 Dakota Supply Group	Inventory, Couplers, Lag Screws, Lags	3,478.64
7 Finken Water Solutions	Bottled Water	64.35
8 Gopher State One Call	Monthly Locates	130.95
9 Grainger	Fuses	25.62
10 Hawkins, Inc.	Water Treatment Chemicals	2,481.61
11 Innovative Office Solutions	Supplies	266.93
12 Locators & Supplies, Inc.	Safety Glasses & Ear Plugs	159.48
13 Marv's True Value	Supplies, Bolts, Hose, Cleaner, Reflective Stickers, Float	206.45
14 McGrann, Shea, Carnival & Straughn	Legal Fees	832.50
15 Midcontinent Communications	Monthly Internet & Telephone	210.67
16 MN Dept. of Commerce	Indirect & CIP Assessments	1,323.16
17 MN Dept. of Health	Qrtly. \$9.72 State Water Fee	4,199.00
18 NAPA Central MN	Supplies, Hose Clamps, Gasket Material, Tools, Starter	515.68
19 Neon Link	Monthly Online Management Fees	513.20
20 Princeton One Stop, LLC	Monthly Vehicle Fuel	1,000.66
21 Safety-Kleen Corp.	Parts Washer Lease	403.97
22 TASC	Compliance Fee Assessment Government Regulatory Changes	250.00
23 The UPS Store #5093	Shipping	47.35
24 Twin Cities Boiler Repair	Refurbish Boiler	20,500.00
25 Verizon Wireless	Monthly Cell Phone	680.44
26 Voyant Communications, LLC	Monthly Telephone	415.23
27 Waste Management	Monthly Trash Service	94.21
28 Northland Trust Services	2010 & 2012 Bond Interest Pymt.	12,671.25
29 U.S. Bank Operations Center	2006 Bond Interest Pymt. & Admin. Fees	4,140.81
30 SMMPA	August Purchased Power	450,259.74
31 Postmaster	Postage for Monthly Billing	836.91
32 Amarel Uniform Company	FR Rated Clothing	267.74
33 Cardmember Service (Mastercard)	Supplies, Computers	1,392.80
34 Centerpoint Energy	Monthly Natural Gas	1,143.83
35 City of Princeton	August Sewer Billing & Late Charges	109,715.66
36 Complete Merchant Solutions	Monthly Credit Card Fees	1,482.00
37 Connexus Energy	Monthly Utilities	2,614.98
38 Fairbanks Morse Engine	Inventory	128.94
39 Grainger	Exit Light	62.07
40 Granite Ledge Electric	Repairs to Customers Service	312.50
41 HealthPartners	October Health Insurance	25,894.89
42 Instrumental Research, Inc.	Monthly Water Testing	70.68
43 Locators & Supplies, Inc.	Locating Paint	187.66
44 Metro Sales Incorporated	Maint. Contract Charge Copier	823.00
45 NCPERS Group Life Insurance	September Life Insurance	80.00
46 Princeton Public Utilities	Supplies, Mileage, Meetings, Office Clothing	753.44
47 Princeton Public Utilities	Monthly Utilities	2,173.83
48 Quadient Leasing USA, Inc.	Postage Meter Rental	455.07
49 Salvation Army Heat Share	August Heat Share & PUC Matching	12.00
50 Shred-It USA	Shredding Service	90.93
51 Stuart C. Irby Co.	Inventory & Washers	39,559.49
52 Sun Life Financial	October Short & Long Term Disability	822.24
53 TASC	COBRA Admin. Fees	15.00
54 The Retrofit Companies, Inc.	Fluorescent Bulb Recycling	374.08
55 U.S. Bank Equipment Finance	Monthly Copier Lease Payment	207.09
56 Ulteig Engineers, Inc.	GIS Consulting	612.00
57 Unum Life Insurance Company	October Life Insurance	158.88

58	VeriCheck	Monthly eCheck Fees	127.25
59	Delta Dental	September Dental Insurance	1,141.85
60	PERA	September PERA Contribution	11,223.91
61	TASC	September Flex Account Contributions	173.06
62	Optum	September H S A Contributions	6,067.18
63	MN Dept. of Revenue	July Sales & Use Tax	32,795.00
64	Refunds	Customer Meter Deposits	3,792.24
65	Refunds	Overpayment Refunds on Final Bills	672.82
	Rebates	Residential Energy Star Rebates	175.00
	TOTAL		754,235.35

SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY
Minutes of the Board of Directors' Meeting
September 8, 2021

President Kotschevar called the meeting to order at 9:00 a.m. at the Emergency Services Building in New Prague, Minnesota.

Mr. Reimers, New Prague Utilities Commission General Manager, welcomed the members to New Prague.

Board Members Present:

President Mark R. Kotschevar, Rochester; Vice President Bruce A. Reimers, New Prague; Treasurer Roger E. Warehime, Owatonna; Mark E. Nibaur, Austin; Joseph A. Hoffman, Preston; and Chris Rolli, Spring Valley.

Board Member Present Via Conference Call:

Secretary Peter T. Moulton, Saint Peter.

Others Present:

David P. Geschwind, Executive Director & CEO; Alex Bumgardner, Austin; Jerry M. Mausbach, Blooming Prairie; Troy G. Nemmers, Fairmont; T. Scott Jensen, Lake City; Michael B. Geers, Litchfield; Keith R. Butcher, Princeton; Charles B. Heins, Redwood Falls; Jeremy Sutton, Rochester; Jeffery D. Amy, Wells; Beth A. Fondell, Naomi A. Goll, Mark S. Mitchell, and Christopher P. Schoenherr of the Agency staff.

Others Present Via Conference Call:

Shane Steele, Grand Marais; Scott Hautala, Shawn Williams, North Branch; and David Olson, Owatonna.

#1 Agenda Approval:

Mr. Hoffman moved to approve the agenda, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

#2 Consent Agenda:

Mr. Reimers moved to approve the consent agenda, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

APPROVED the August 11, 2021 board meeting minutes.

#3 Energy Cost Adjustment-Fondell:

Ms. Fondell reported on the Energy Cost Adjustment (ECA).

The ECA was discussed at the October 2020 SMMPA Board Retreat, and a policy change was approved at the November 2020 board meeting, effective March 2021. An action item was to revisit the overall purpose and need for the ECA in 2021.

Discussion.

Recommendation

- Keep ECA structure as is for the foreseeable future. Modifying the ECA to be a cost adjuster would pass risk to the members and impact member and Agency target reserve levels. Based on recent ECA refund levels, eliminating the ECA would act like a rate increase which contradicts the current strategy of drawing down Agency reserves.
- Possibly revisit in conjunction with future rate change.

#4 2022 Budget and Rates Preview-Fondell:

Ms. Fondell presented the 2022 budget and rates preview.

After discussing various rate scenarios, the board suggested building a one-time \$12 million cash distribution to members into the draft 2022 budget, which would work towards bringing the reserve levels within the target bandwidth in 2023.

Next Steps

- Incorporate member feedback into the draft budget.
- Finalize proposed budget and rates for 2022.
- Distribute detailed budget book on September 16, 2021.
- Budget Workshop on September 23, 2021 from 1 p.m. to 3 p.m.

The proposed 2022 budget and rates will be presented at the October board meeting for action by the board.

After a short break, the board reconvened at 10:29 a.m.

#5 Large Customer Renewable Purchase Options-Schoenherr:

Mr. Schoenherr reported on the large customer renewable purchase options.

Members' retail customers continue to express interest in renewable energy and sustainability options. There are a variety of different financial structures for a potential solar agreement between SMMPA and the members to meet the needs of member retail customers with a desire for local solar.

Bids were received for a possible solar facility located adjacent to the Murphy Creek Substation in Austin, Minnesota, on land owned by Hormel.

Discussion.

Future meetings will be scheduled on this topic.

#6 Federal CO2 Legislation-Geschwind:

Mr. Geschwind reported on the potential implications of possible federal CO₂ (or clean energy standard) legislation. SMMPA staff have been monitoring the financial impacts of potential legislation which would include carbon-related fees prior to the planned 2030 retirement of Sherco 3.

Discussion.

APPA Climate Change Policy

The APPA Climate Change Policy was developed by the APPA CEO Climate Change and Generation Policy Task Force. A recently adopted interim policy will be used by APPA staff to advocate on behalf of public power as they speak with lawmakers and regulators. One of the key components of the policy urges lawmakers to consider a reasonable schedule for the transition to carbon-free electricity to allow for technology to develop and reliability to be maintained.

#7 2020 Board Retreat Follow-up-Geschwind:

Mr. Geschwind provided an update on accomplishments on the items that were identified as activities for 2021 during the 2020 board retreat.

Financial Report July 2021-Fondell:

Ms. Fondell summarized Agency financial results through July as provided in the board book materials.

NetSuite Sandbox Renewal

SMMPA opted to renew the NetSuite sandbox for another two years at a cost of \$16,800. The sandbox allows users to test features and learn the system in a test environment separate from the live system. This will be especially helpful when we have a retirement in June 2022 and fill the position with a new employee. Although this expense is not specifically budgeted, SMMPA will not utilize the \$74,300 in the 2021 capital budget to purchase another NetSuite module.

SMMPA Budget Workshop

The SMMPA Budget Workshop will be held on September 23, 2021 in Owatonna and the budget book will be sent out on September 16, 2021.

Government Affairs/Member Services Report-Schoenherr:

Mr. Schoenherr summarized the government affairs/member services report detailed in the board book.

Demand Side Management (DSM)

DSM savings levels, based on information currently available, are at 1.62% when compared to estimated member sales year-to-date.

Electric Vehicles

Litchfield's DC fast chargers have been disconnecting after one minute and ZEF Energy is working to resolve the issue. Charger payments from ZEF Energy are larger than expected and don't match the charging station portal data.

Renewable Energy Credit Sales

There is potential interest for renewable energy credit options in Owatonna and Rochester.

Resource Report/Marketing Update-Mitchell:

Western Fuels Association Update

The Amendment 5 to the Sherco 3 Coal Agreement is now fully executed, and SMMPA will begin taking coal supply in 2022 from Xcel Energy. The Agency discussed with the Western Fuels Association (WFA) board the issues that resulted in the Agency's need to contract with Xcel for coal supply, including providing WFA the opportunity to meet the price and terms. The Agency will work with WFA to determine the best way to revise the Agency's WFA membership.

Sherco 3 Update

MISO ran Sherco 3 the entire month of August 2021. Estimated net revenue for August is \$2.4 million. SMMPA has met the mine's coal contract minimum of 600,000 tons but will need an additional 135,000 tons to meet the rail minimum. LMPs are increasing, driven by high loads and high natural gas prices, which has resulted in the ongoing operation of Sherco 3. If high natural gas and LMP prices persist, the Agency projects it may need to purchase an additional 170,000 tons of coal for a total coal purchase of 900,000 tons in 2021. WFA has confirmed that the mine and the railroad can accommodate this increased tonnage if necessary.

Proposed MISO Capacity Market Changes

MISO plans to implement four seasonal capacity markets beginning June 1, 2023. A unit with a planned outage longer than 30 days cannot participate in the auction for that season, and the capacity must be replaced. This change would likely result in the Agency being 10-15 MW short of capacity in the summer, long capacity in the fall and winter, slightly short in on-Sherco 3 outage years in the spring, and very short in outage years. MISO utilities have requested a one-year delay in filing with FERC to work through details of the very complicated process.

NERC Emergency Operation Plans

SMMPA is working with the SMMPA members to ensure they meet NERC/MISO emergency operating level criteria in the SMMPA balancing area. A meeting will be scheduled in late September 2021 with Xcel Energy to discuss how to handle emergency options for SMMPA members in Xcel's balancing area. More to come.

Market Price Update

A graph of recent natural gas and on-peak electricity prices was discussed.

President's Report:

Mr. Kotschevar reported:

- North Branch: The change of representative for the City of North Branch from Scott Hautala to Shawn Williams and the alternate representative from Bob Egan to Scott Hautala was effective September 2, 2021. (Attachment A.)
- SMMPA Annual Meeting: The SMMPA Annual Meeting will be held October 14-15, 2021 at the Sheraton Hotel, Bloomington, Minnesota.

Executive Director & CEO's Report:

Mr. Geschwind reported:

- North Branch: SMMPA staff is obtaining guidance from the SMMPA Board on the potential North Branch electric system sale to East Central Energy. A conference call is scheduled for September 9, 2021 with representatives from North Branch to discuss the North Branch Quick-Start Contracts as North Branch has expressed an interest in selling the quick-start generation.

Member Forum:

None.

Other Business:

None.

Adjourn:

A motion to adjourn the meeting was made by Mr. Nibaur, seconded by Mr. Rolli, passed upon a unanimous vote of the board members present.

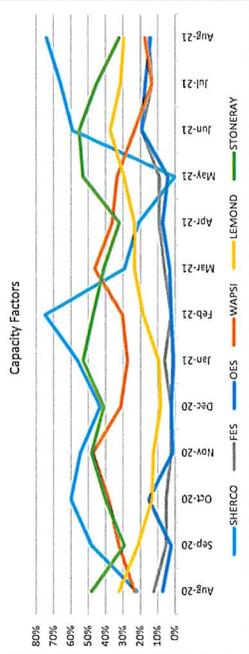
The meeting was adjourned at 11:57 a.m.

Secretary

SMPA Key Metrics

September 2021

PLANT OPERATIONS Performance Metrics



	FES	OES	MORA LFG
Availability	87%	87%	98%
Industry Average Availability	95%	95%	N/A
Forced Outage	11%	0%	3%
Industry Average Forced Outage	7%	7%	N/A

Availability Metrics

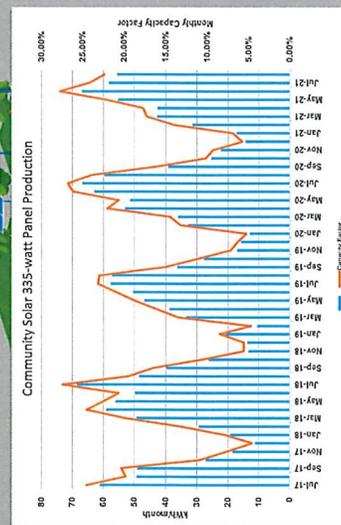
For August 2021



Number of working days since the last time accident

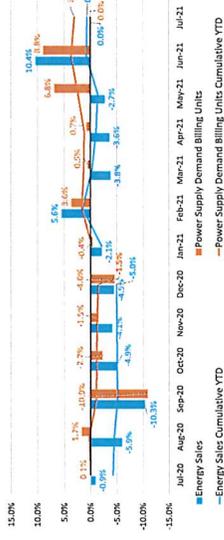
1577
(through 8/31/21)

Solar Production Metrics

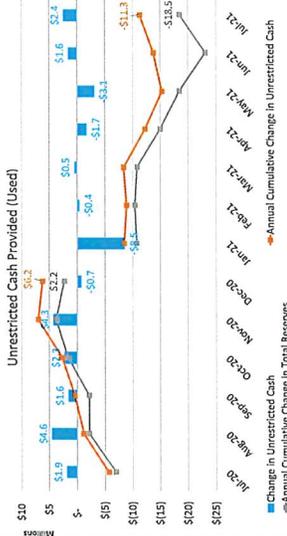
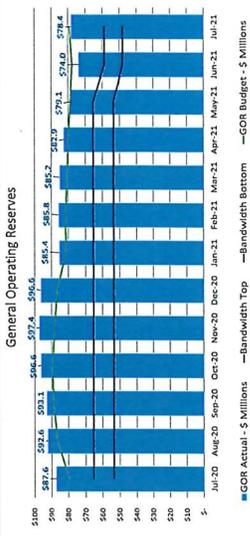
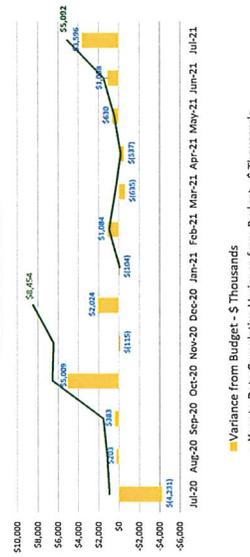


FINANCIAL Performance Metrics

Member Load Variance from Budget

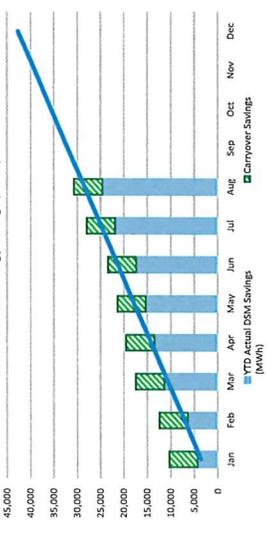


Contributions to/(Distributions) from Rate Stabilization Account



ADDITIONAL Metrics

2021 YTD DSM Energy Savings (MWh)

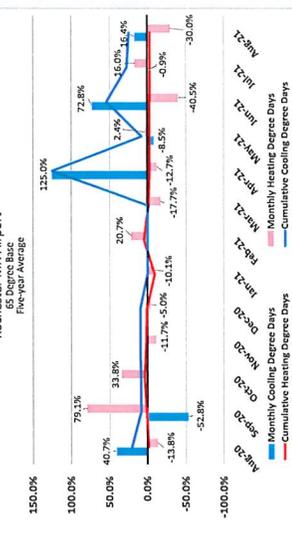


SMPA has distributed 1,168 cybersecurity training videos to member city employees with a completion rate of 87%



Since 2005, we've avoided 8 million tons of greenhouse gas emissions, which is the equivalent of 1,664 wind turbines running for one year.

Heating and Cooling Degree Days - Deviation from Average Rochester MN Airport Five-year Average



**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-ELECTRIC DEPARTMENT
FOR MONTH ENDING: SEPTEMBER 30, 2021**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Electric	222,385.51	1,957,198.98	223,915.45	1,902,725.20
Residential Solar Energy Credit	(27.68)	(191.52)	(29.76)	(195.12)
Residential ECA	0.00	0.00	0.00	0.00
Small General Service	60,173.44	551,549.12	58,473.49	506,322.27
Small Commercial Solar Energy Credit	(43.21)	(298.80)	(46.40)	(304.40)
Small General ECA	0.00	0.00	0.00	0.00
Large General Service	156,801.13	1,286,891.64	147,745.19	1,516,981.80
Large Commercial Solar Energy Credit	(101.22)	(699.90)	(108.68)	(712.99)
Large General ECA	0.00	0.00	0.00	0.00
Large Power Service	173,746.48	1,351,281.62	154,924.53	915,190.36
Large Power ECA	0.00	0.00	0.00	0.00
Security Lights	1,653.51	15,006.19	1,662.09	15,063.31
Street Light Fees	2,403.00	21,548.00	2,349.00	21,131.00
Service Line Repair Fee	1,755.00	15,774.00	1,737.00	15,588.00
Late Charges	5,691.86	39,221.11	10,624.06	29,170.63
Hook-Up & NSF Charges	1,006.78	5,266.14	60.00	1,010.00
Connection Fees	1,200.00	4,040.00	900.00	8,690.00
Construction Fees	1,738.00	17,670.70	5,814.12	23,698.43
Rate Stabilization Revenue	(262,845.00)	(138,450.00)	(69,880.00)	50,850.00
Operating & Maintenance	26,150.66	287,103.83	25,553.77	272,455.07
Excess Equity	0.00	0.00	0.00	0.00
Quick Start Diesel Payment	14,520.00	130,680.00	14,520.00	130,680.00
Solar Subscriptions	0.00	1,695.08	0.00	1,692.98
Pole Attachment Fee	0.00	0.00	0.00	0.00
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	0.00	18.99	0.00	0.00
Other Operating Revenue	190.00	250,777.13	3,466.66	25,315.50
TOTAL OPERATING REVENUE:	406,398.26	5,796,082.31	581,680.52	5,435,352.04
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	14,379.46	154,930.93	16,170.78	157,498.64
Purchased Power	368,443.39	3,405,491.38	323,845.91	3,138,807.05
Natural Gas	900.40	8,287.33	627.35	7,362.59
Lube Oil & Lubricants	0.00	1,574.24	0.00	932.75
Chemicals	8.44	3,001.21	20.31	2,513.60
Equipment Repairs	544.81	40,726.03	204.62	26,524.72
Production Supplies	198.70	2,118.50	179.88	1,284.82
Plant Shop Supplies	4.33	485.32	188.11	491.63
Small Tools Expense	0.00	540.53	0.00	1,453.05
Communications Expense	33.94	309.30	44.25	395.03
Scada & Computer Equipment	0.00	96.17	0.00	0.00
Safety Equipment	0.00	1,223.96	0.00	1,149.31
Safety & Education Training	0.00	0.00	0.00	1,395.00
Outside Services	62.00	154.50	80.00	162.00
Insurance Expense	8,557.25	76,494.06	8,022.23	73,648.58
Transportation Fuel & Oil	77.57	375.28	41.15	142.05
Vehicle Repair & Maint.	0.00	45.25	0.00	0.00
Equip. Maint., Inspec. & Serv Agreements	1,579.75	21,142.52	1,947.66	21,341.84
Building & Grounds Maint.	472.15	12,598.41	2,195.29	8,619.10
Misc. Plant Expense	0.00	46.80	0.00	4.00
Total Production Plant:	395,262.19	3,729,641.72	353,567.54	3,443,725.76

INCOME STATEMENT-ELECTRIC

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
Substation:				
Substation	0.00	0.00	0.00	0.00
Chemicals	0.00	0.00	0.00	0.00
Equipment Repairs	0.00	0.00	0.00	0.00
Equip. Maint. & Inspections	0.00	25.62	0.00	558.78
Building & Grounds Maint.	0.00	799.97	0.00	3,942.12
Utilities	0.00	0.00	0.00	0.00
Total Substation:	0.00	825.59	0.00	4,500.90
Distribution System:				
Salaries & Supervision	27,508.10	257,008.23	32,791.89	344,695.42
System & Shop Supplies	98.32	494.69	64.32	1,819.42
Small Tools Expense	0.00	884.05	225.54	5,327.43
GIS Data & Maintenance Exp.	625.23	6,457.84	1,547.48	6,341.45
Computer Equip. & Maintenance	543.30	559.39	0.00	600.68
Load Control Expense	0.00	0.00	2,760.94	8,410.90
Safety Equip., Testing	267.74	6,255.83	11.36	14,541.63
Education & Safety Training	0.00	1,113.40	0.00	726.54
Outside Services	0.00	17,626.48	0.00	575.79
OH Line Expense	9.18	2,788.48	620.32	7,554.91
UG Line Expense	317.27	15,895.16	68.04	15,775.88
St. Lights & Signal Exp.	826.84	6,378.13	1,360.17	8,343.09
Sec. Light Repair Exp.	1,210.63	2,997.06	728.10	6,244.28
Meter Expense	0.00	863.26	0.00	1,245.50
Customer Service Line Repair Exp.	356.82	487.29	1,525.10	2,053.54
Customer Owned Service Exp.	807.22	5,012.66	1,522.19	13,710.20
Transportation Fuel & Oil	237.39	3,459.13	430.52	3,702.50
Vehicle Repair & Maint.	196.56	3,870.30	(26.77)	13,168.90
Equipment Repair & Maint.	0.00	2,875.30	52.80	2,360.96
Storm Damage	0.00	0.00	0.00	2.44
Utilities	1,062.78	13,682.77	672.01	6,674.38
Building & Grounds Maint.	0.00	880.55	0.00	4,445.56
Line Maintenance/Trimming	0.00	25,302.93	0.00	0.00
Habitat, Right of Way Expense	0.00	0.00	0.00	0.00
Transformer Maintenance	0.00	718.76	122.56	2,184.51
Misc. Distribution Exp.	0.00	3.21	0.00	435.55
Total Distribution:	34,067.38	375,614.90	44,476.57	470,941.46
Customer Accts Expenses:				
Customer Accts. Salaries	8,393.49	80,947.41	8,789.03	78,331.09
Meter Reading Salaries	287.45	3,310.37	487.10	5,069.13
Postage Expense	711.37	9,069.52	641.87	8,066.66
Collection Expense	0.00	0.00	75.57	75.57
Forms & Supplies	901.30	3,945.56	1,099.52	7,283.30
Communications Expense	391.83	3,655.88	398.79	3,478.50
Uncollectible Accts. Exp.	0.00	0.00	0.00	0.00
Total Customer Acct. Expenses:	10,685.44	100,928.74	11,491.88	102,304.25

INCOME STATEMENT-ELECTRIC

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
General & Administrative Expenses:				
Salaries & Supervision	8,349.50	76,049.58	7,886.36	73,906.74
Newsads, Website, Subscriptions & Promos	0.00	4,323.24	5,766.13	18,666.95
Office Supplies, Computer Exp., & Sm. Equip	1,981.72	20,082.72	1,478.32	20,625.95
Communications Expense	278.01	3,410.78	298.69	3,728.21
Membership Fees & Dues	0.00	8,560.75	0.00	8,130.50
Maint. Contracts, Licenses, & Permits	1,262.39	9,035.53	541.51	21,373.41
State & Federal Assessments	280.24	2,635.35	437.07	2,094.90
Professional Fees	0.00	15,740.93	77.56	20,884.79
Outside Services	3,183.08	32,343.72	3,467.34	32,410.97
Meals, Travel, & Meetings	0.00	6,076.02	13.68	543.30
Prop. & Liab. Insurance	2,012.08	18,108.76	1,987.08	17,883.76
Employee Pensions & Benefits	34,035.08	317,990.68	35,272.96	358,351.55
Education & Safety Training	0.00	9,396.25	0.00	9,202.87
Heat Share Expense	0.00	96.00	12.00	218.00
Sales Tax Expense	123.60	976.53	101.38	669.90
Lighting Rebates	190.22	31,389.50	1,006.92	19,351.39
Conservation Improvement Exp	1,490.36	4,675.30	1,102.44	4,541.94
Christmas Lighting Expenses	0.00	0.00	0.00	0.00
Transportation Fuel & Oil	48.00	135.02	0.00	165.71
Vehicle Repair & Maint.	0.00	869.47	0.00	142.58
Building & Grounds Maint.	0.00	427.17	0.00	855.87
Service Territory Expense	740.00	4,384.50	0.00	0.00
Misc. G&A Expense	366.87	2,625.39	795.17	1,758.15
Total General & Administrative:	54,341.15	569,333.19	60,244.61	615,507.44
Depreciation	58,000.00	522,000.00	57,000.00	529,000.00
TOTAL OPERATING EXPENSES:	552,356.16	5,298,344.14	526,780.60	5,165,979.81
OPERATING INCOME/(LOSS)	(145,957.90)	497,738.17	54,899.92	269,372.23
NONOPERATING REVENUE (EXPENSE)				
Interest Income	2,109.74	23,130.47	279.98	34,265.59
Change in Fair Value of Investments	(46.80)	122.40	27.00	157.08
Misc. Non Oper Income	1,475.40	13,235.99	1,454.62	17,885.24
Gain/(Loss) Disposal of Property	0.00	0.00	0.00	8,500.00
Gain/(Loss) Sale of Bonds	0.00	0.00	0.00	0.00
Interest Expense	(3.57)	(52.81)	(29.25)	(284.68)
Interest on Long Term Debt	(5,055.00)	(49,444.40)	(6,478.34)	(61,949.42)
Fines & Penalties	0.00	0.00	0.00	0.00
Amortization of Bond Discount	0.00	0.00	0.00	0.00
General Fund Expense	0.00	0.00	0.00	(5,250.00)
Total NonOperating Rev(Exp)	(1,520.23)	(13,008.35)	(4,745.99)	(6,676.19)
NET INCOME/(LOSS)	(147,478.13)	484,729.82	50,153.93	262,696.04

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
September 30, 2021**

ASSETS

CURRENT ASSETS:

Cash	2,420,797.87	
Temp Rate Stab Investments	1,211,898.00	
Customer Accounts Receivable	795,486.91	
Other Accounts Receivable	40,918.01	
Sales Tax Receivable	0.00	
Accrued Interest Receivable	0.00	
Inventory	445,885.13	
Prepaid Interest	0.00	
Prepaid Insurance	106,178.37	
Deferred Outflows of Resources	72,379.00	
Total Current Assets		5,093,543.29

RESTRICTED ASSETS:

Construction in Progress	0.00	
MCMU Construction Fund	0.00	
Reserve Fund	465,846.68	
MCMU Reserve Fund	248,299.03	
Debt Service Fund	241,666.64	
Capital Improvements Fund	968,343.21	
Total Restricted Assets		1,924,155.56

FIXED ASSETS:

Land & Land Improvements	273,683.84	
Buildings	1,893,374.01	
Generation Plant	6,117,286.73	
Substations	3,838,331.61	
Distribution System	7,869,178.57	
Street Lights & Signals	378,411.18	
Trucks & Vehicles	710,070.77	
Office Furniture & Equipment	171,216.21	
Tools, Shop & Garage Equipment	109,460.92	
Miscellaneous Equipment	377,830.94	21,738,844.78
Less: Accumulated Depreciation		<u>(14,014,695.24)</u>
Total Fixed Assets		<u>7,724,149.54</u>

TOTAL ASSETS

14,741,848.39

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
September 30, 2021**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable		383,805.45	
Employee Insurance Payable		(3,407.53)	
Employee Savings & Taxes Payable		(86.32)	
Heat Share Payable		12.00	
Sewer Payable		109,693.77	
City Franchise Fee		19,311.50	
Wind Power		0.00	
Garbage Collections Payable		(72.24)	
Customer Meter Deposits		275,942.97	
Sales Tax Payable		72,998.18	
Accrued Interest Payable		0.02	
Severance Payable		72,662.48	
Current Bonds Payable		450,000.00	
Accrued Wages Payable		0.00	
Deferred Revenue		29,814.00	
Deferred Solar		8,464.13	
Net Pension Liability		781,645.00	
Deferred Inflows of Resources		56,954.00	
Total Current Liabilities			2,257,737.41

NONCURRENT LIABILITIES:

Contracts Payable		0.00	
Revenue Bonds Payable	1,260,000.00		
Less: Unamortized Bond Discount	<u>0.00</u>	1,260,000.00	
Deferred Rate Stabilization		<u>1,350,348.10</u>	
Total NonCurrent Liabilities			<u>2,610,348.10</u>

TOTAL LIABILITIES

4,868,085.51

FUND EQUITY

Unappropriated Retained Earnings		9,389,033.06	
Net Income (Loss)		<u>484,729.82</u>	
Total Equity			<u>9,873,762.88</u>

TOTAL LIABILITIES & EQUITY

14,741,848.39

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-1071	Asset	CONSTRUCTION IN PROGRESS					0.00
64-0001-1073	Asset	MCMU CONSTRUCTION FUND					0.00
64-0001-1251	Asset	RESERVE FUND	465,846.68				465,846.68
64-0001-1252	Asset	DEBT SERVICE FUND	204,486.43	50,888.34	13,708.13	37,180.21	241,666.64
64-0001-1255	Asset	MCMU RESERVE FUND	248,299.03				248,299.03
64-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	965,201.75	3,141.46		3,141.46	968,343.21
64-0001-1301	Asset	PETTY CASH	300.00				300.00
64-0001-1302	Asset	CASH ON HAND	1,835.00				1,835.00
64-0001-1311	Asset	CASH ON DEPOSIT CHECKING	2,311,136.33	970,426.22	862,899.68	107,526.54	2,418,662.87
64-0001-1312	Asset	CASH ON DEPOSIT SAVINGS					0.00
64-0001-1313	Asset	CASH ON DEPOSIT PAYROLL ACCT.					0.00
64-0001-1361	Asset	TEMP RATE STAB INVESTMENT	1,211,898.00				1,211,898.00
64-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	828,250.27	778,359.52	811,122.88	(32,763.36)	795,486.91
64-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	82,319.75	40,791.65	82,193.39	(41,401.74)	40,918.01
64-0001-1432	Asset	SALES TAX RECEIVABLE					0.00
64-0001-1451	Asset	DUE FROM WATER FUND					0.00
64-0001-1511	Asset	FUEL STOCKS					0.00
64-0001-1512	Asset	PLANT MATERIALS & SUPPLIES	400,429.49	48,354.39	2,898.75	45,455.64	445,885.13
64-0001-1520	Fixed Asset	GENERATION PLANT	6,117,286.73				6,117,286.73
64-0001-1525	Fixed Asset	SUBSTATIONS	3,838,331.61				3,838,331.61
64-0001-1530	Fixed Asset	DISTRIBUTION SYSTEM	7,869,178.57				7,869,178.57
64-0001-1531	Fixed Asset	STREET LIGHTS & SIGNALS	378,411.18				378,411.18
64-0001-1540	Fixed Asset	LAND & LAND IMPROVEMENTS	273,683.84				273,683.84
64-0001-1550	Fixed Asset	BUILDINGS	1,893,374.01				1,893,374.01
64-0001-1560	Fixed Asset	OFFICE FURNITURE & EQUIPMENT	171,216.21				171,216.21
64-0001-1571	Fixed Asset	TRUCKS & VEHICLES	710,070.77				710,070.77
64-0001-1580	Fixed Asset	TOOLS, SHOP & GARAGE EQUIP.	109,460.92				109,460.92
64-0001-1590	Fixed Asset	MISCELLANEOUS EQUIPMENT	377,830.94				377,830.94
64-0001-1651	Asset	PREPAID INTEREST					0.00
64-0001-1652	Asset	PREPAID INSURANCE	120,354.77		14,176.40	(14,176.40)	106,178.37
64-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(13,956,695.24)		58,000.00	(58,000.00)	(14,014,695.24)
64-0001-1711	Asset	ACCRUED INTEREST RECEIVABLE					0.00
64-0001-1712	Asset	DEFERRED OUTFLOWS OF RESOURCES	72,379.00				72,379.00
64-0001-2160	Equity	CONTRIBUTED					0.00
64-0001-2161	Equity	BALANCE FROM INCOME STATEMENT					0.00
64-0001-2162	Equity	UNAPPROPRIATED EARNINGS (END)	(9,389,033.06)				(9,389,033.06)
64-0001-2211	Liability	REVENUE BONDS PAYABLE	(1,260,000.00)				(1,260,000.00)
64-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT					0.00
64-0001-2281	Liability	SEVERANCE PAYABLE	(72,662.48)				(72,662.48)
64-0001-2311	Liability	CONTRACTS PAYABLE					0.00
64-0001-2315	Liability	CURRENT BONDS PAYABLE	(450,000.00)				(450,000.00)
64-0001-2321	Liability	ACCOUNTS PAYABLE	(480,670.08)	769,352.29	672,487.66	96,864.63	(383,805.45)

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-2322	Liability	EMPLOYEE DEDUCTIONS PAYABLE	3,090.51	3,708.18	3,391.16	317.02	3,407.53
64-0001-2323	Liability	EMPLOYEE PAYROLL SAVINGS					0.00
64-0001-2324	Liability	ACCRUED WAGES & TAXES					0.00
64-0001-2325	Liability	EMPLOYEE HEALTH SAVINGS PAY	86.34	6,240.24	6,240.26	(0.02)	86.32
64-0001-2340	Liability	HEAT SHARE PAYABLE	(12.00)	12.00	12.00		(12.00)
64-0001-2341	Liability	SEWER COLLECTIONS PAYABLE	(111,030.41)	111,095.00	109,758.36	1,336.64	(109,693.77)
64-0001-2342	Liability	WIND POWER PAYABLE					0.00
64-0001-2343	Liability	CITY PRINCETON FRANCHISE FEE	(12,836.00)		6,475.50	(6,475.50)	(19,311.50)
64-0001-2344	Liability	GARBAGE COLLECTIONS PAYABLE	183.74		111.50	(111.50)	72.24
64-0001-2345	Liability	DUE TO WATER FUND					0.00
64-0001-2351	Liability	CUSTOMER METER DEPOSITS	(272,931.64)	3,789.37	6,800.70	(3,011.33)	(275,942.97)
64-0001-2361	Liability	MN STATE SALES TAX PAYABLE	(68,659.76)	30,337.92	29,733.47	604.45	(68,055.31)
64-0001-2363	Liability	MLC LOCAL SALES TAX PAYABLE	(4,371.28)	1,922.92	1,877.99	44.93	(4,326.35)
64-0001-2365	Liability	SHERBURNE CTY LOCAL TAX PAY	(612.59)	280.17	284.10	(3.93)	(616.52)
64-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(8,653.15)	13,708.13	5,055.00	8,653.13	(0.02)
64-0001-2421	Liability	FEDERAL WITHHOLDING TAX		13,923.58	13,923.58		0.00
64-0001-2422	Liability	STATE WITHHOLDING TAX		5,111.12	5,111.12		0.00
64-0001-2423	Liability	F.I.C.A. PAYABLE		12,994.32	12,994.32		0.00
64-0001-2424	Liability	PERA PAYABLE		11,223.91	11,223.91		0.00
64-0001-2426	Liability	MEDICARE WITHHOLDING		3,039.04	3,039.04		0.00
64-0001-2428	Liability	DEFERRED RATE STABILIZATION	(1,087,503.10)	5.00	262,850.00	(262,845.00)	(1,350,348.10)
64-0001-2429	Liability	DEFERRED REVENUE			29,814.00	(29,814.00)	
64-0001-2430	Liability	NET PENSION LIABILITY	(781,645.00)				(781,645.00)
64-0001-2431	Liability	DEFERRED INFLOWS OF RESOURCES	(56,954.00)				(56,954.00)
64-0001-2432	Liability	DEFERRED SOLAR	(8,464.13)				(8,464.13)
64-0403-4031	Expense	DEPRECIATION EXPENSE	464,000.00	58,000.00		58,000.00	522,000.00
64-0419-4191	Expense	INTEREST EXPENSE	5.00				5.00
64-0419-4192	Expense	INTEREST PAID ON METER DEPOSIT	44.24	3.57		3.57	47.81
64-0419-4290	Revenue	INTEREST INCOME	(21,020.73)		2,109.74	(2,109.74)	(23,130.47)
64-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(169.20)	46.80		46.80	(122.40)
64-0420-4201	Revenue	MAINTENANCE INCOME					0.00
64-0420-4202	Revenue	STREET LIGHTING INCOME					0.00
64-0421-4210	Revenue	MISC. NON OPERATING INCOME	(11,760.59)		1,475.40	(1,475.40)	(13,235.99)
64-0421-4211	Revenue	GAIN/LOSS ON DISPOSAL OF ASSET					0.00
64-0424-4264	Revenue	GAIN OR LOSS RESALE OF BONDS					0.00
64-0426-4263	Expense	FINES & PENALTIES					0.00
64-0427-4271	Expense	INTEREST ON LONG TERM DEBT	44,389.40	5,055.00		5,055.00	49,444.40
64-0428-4281	Expense	AMORTIZATION OF BOND DISCOUNT					0.00
64-0440-4401	Revenue	RESIDENTIAL SALES	(1,734,813.47)		222,385.51	(222,385.51)	(1,957,198.98)
64-0440-4402	Revenue	SECURITY LIGHTS	(13,352.68)		1,653.51	(1,653.51)	(15,006.19)
64-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(14,019.00)		1,755.00	(1,755.00)	(15,774.00)
64-0440-4410	Revenue	RESIDENTIAL ECA					0.00

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0440-4412	Revenue	SMALL GENERAL ECA					0.00
64-0440-4413	Revenue	LARGE GENERAL ECA					0.00
64-0440-4414	Revenue	LARGE POWER ECA					0.00
64-0440-4420	Revenue	SMALL GENERAL SERVICE	(491,375.68)		60,173.44	(60,173.44)	(551,549.12)
64-0440-4421	Revenue	COMMERCIAL SALES					0.00
64-0440-4422	Revenue	LARGE GENERAL SERVICE	(1,130,090.51)		156,801.13	(156,801.13)	(1,286,891.64)
64-0440-4423	Revenue	LARGE POWER SERVICE	(1,177,535.14)		173,746.48	(173,746.48)	(1,351,281.62)
64-0440-4425	Revenue	RESIDENTIAL SOLAR CREDIT	163.84	27.68		27.68	191.52
64-0440-4426	Revenue	SMALL GENERAL SOLAR CREDIT	255.59	43.21		43.21	298.80
64-0440-4427	Revenue	LARGE GEN/POWER SOLAR CREDIT	598.68	101.22		101.22	699.90
64-0440-4435	Revenue	STREET LIGHT FEES	(19,145.00)		2,403.00	(2,403.00)	(21,548.00)
64-0440-4441	Revenue	OPERATING TRANSFERS					0.00
64-0440-4491	Revenue	NON-METERED SALES					0.00
64-0440-4493	Revenue	RATE STABILIZATION REVENUE	(124,395.00)	262,850.00	5.00	262,845.00	138,450.00
64-0450-4501	Revenue	LATE CHARGES	(33,529.25)	411.30	6,103.16	(5,691.86)	(39,221.11)
64-0450-4502	Revenue	HOOK-UP & NSF CHECK CHARGES	(4,259.36)		1,006.78	(1,006.78)	(5,266.14)
64-0450-4503	Revenue	CONNECTION FEE	(2,840.00)		1,200.00	(1,200.00)	(4,040.00)
64-0450-4504	Revenue	CONSTRUCTION FEES	(15,932.70)		1,738.00	(1,738.00)	(17,670.70)
64-0450-4506	Revenue	SOLAR SUBSCRIPTIONS	(1,695.08)				(1,695.08)
64-0450-4541	Revenue	RENT/LEASE INCOME					0.00
64-0450-4550	Revenue	OPERATING & MAINTENANCE	(260,953.17)		26,150.66	(26,150.66)	(287,103.83)
64-0450-4560	Revenue	EXCESS EQUITY PAYMENT					0.00
64-0450-4561	Revenue	QUICK START DIESEL PAYMENT	(116,160.00)		14,520.00	(14,520.00)	(130,680.00)
64-0450-4562	Revenue	GASOLINE STATION					0.00
64-0450-4563	Revenue	OTHER OPERATING REVENUE	(250,587.13)	12.00	202.00	(190.00)	(250,777.13)
64-0450-4564	Revenue	POLE ATTACHMENT FEE					0.00
64-0450-4565	Revenue	MERCHANDISE SALES	(18.99)				(18.99)
64-0540-5461	Expense	PRODUCTION PLANT SALARIES	140,551.47	14,379.46		14,379.46	154,930.93
64-0540-5470	Expense	FUEL OIL					0.00
64-0540-5472	Expense	NATURAL GAS	7,386.93	900.40		900.40	8,287.33
64-0540-5481	Expense	LUBE OIL & LUBRICANTS	1,574.24				1,574.24
64-0540-5482	Expense	CHEMICALS	2,992.77	8.44		8.44	3,001.21
64-0540-5501	Expense	PRODUCTION SUPPLIES	1,919.80	198.70		198.70	2,118.50
64-0540-5505	Expense	PLANT SHOP SUPPLIES	480.99	4.33		4.33	485.32
64-0540-5510	Expense	SAFETY EQUIPMENT	1,223.96				1,223.96
64-0540-5511	Expense	COMMUNICATIONS EXPENSE	275.36	33.94		33.94	309.30
64-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP	96.17				96.17
64-0540-5513	Expense	SMALL TOOLS EXPENSE	540.53				540.53
64-0540-5514	Expense	EDUCATION & SAFETY TRAINING					0.00
64-0540-5515	Expense	OUTSIDE SERVICES	92.50	62.00		62.00	154.50
64-0540-5516	Expense	BOILER & MACHINERY INSURANCE	53,704.13	6,778.17		6,778.17	60,482.30
64-0540-5517	Expense	PROP & LIAB INSURANCE	14,232.68	1,779.08		1,779.08	16,011.76

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0540-5541	Expense	EQUIPMENT REPAIRS	40,181.22	544.81		544.81	40,726.03
64-0540-5882	Expense	TRANSPORTATION FUEL & OIL	297.71	77.57		77.57	375.28
64-0540-5883	Expense	VEHICLE REPAIR & EXPENSE	45.25				45.25
64-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	12,126.26	472.15		472.15	12,598.41
64-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	19,562.77	1,579.75		1,579.75	21,142.52
64-0550-5551	Expense	PURCHASED POWER	3,037,047.99	368,443.39		368,443.39	3,405,491.38
64-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE	46.80				46.80
64-0560-5482	Expense	CHEMICALS					0.00
64-0560-5531	Expense	BUILDING & GROUNDS MAINTENANCE	799.97				799.97
64-0560-5541	Expense	EQUIPMENT REPAIRS					0.00
64-0560-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	25.62				25.62
64-0560-5888	Expense	UTILITIES					0.00
64-0580-5801	Expense	DISTRIBUTION SALARIES	229,500.13	27,508.10		27,508.10	257,008.23
64-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	396.37	98.32		98.32	494.69
64-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	5,988.09	267.74		267.74	6,255.83
64-0580-5813	Expense	SMALL TOOLS EXPENSE	884.05				884.05
64-0580-5814	Expense	EDUCATION & SAFETY TRAINING	1,113.40				1,113.40
64-0580-5815	Expense	OUTSIDE SERVICES	17,626.48				17,626.48
64-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	5,832.61	625.23		625.23	6,457.84
64-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.	16.09	543.30		543.30	559.39
64-0580-5821	Expense	LOAD CONTROL EXPENSE					0.00
64-0580-5831	Expense	OVERHEAD LINE EXPENSE	2,779.30	9.18		9.18	2,788.48
64-0580-5841	Expense	UNDERGROUND LINE EXPENSE	15,577.89	317.27		317.27	15,895.16
64-0580-5851	Expense	STREET LIGHTS & SIGNAL EXP.	5,551.29	826.84		826.84	6,378.13
64-0580-5852	Expense	SEC. LIGHT REPAIR EXPENSE	1,786.43	1,210.63		1,210.63	2,997.06
64-0580-5862	Expense	METER EXPENSE	863.26				863.26
64-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	130.47	356.82		356.82	487.29
64-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	4,205.44	807.22		807.22	5,012.66
64-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	3.21				3.21
64-0580-5882	Expense	TRANSPORTATION FUEL & OIL	3,221.74	237.39		237.39	3,459.13
64-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	3,673.74	196.56		196.56	3,870.30
64-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	2,875.30				2,875.30
64-0580-5887	Expense	STORM DAMAGE					0.00
64-0580-5888	Expense	UTILITIES	12,619.99	1,062.78		1,062.78	13,682.77
64-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	880.55				880.55
64-0590-5941	Expense	LINE MAINTENANCE TRIMMING	25,302.93				25,302.93
64-0590-5945	Expense	HABITAT, RIGHT OF WAY EXPENSE					0.00
64-0590-5951	Expense	MAINTENANCE OF TRANSFORMERS	718.76				718.76
64-0590-5961	Expense	STREET LIGHT & SIGNALS					0.00
64-0590-5971	Expense	METER MAINTENANCE					0.00
64-0902-9021	Expense	METER READING SALARIES	3,022.92	287.45		287.45	3,310.37
64-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	72,553.92	8,393.49		8,393.49	80,947.41

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0903-9032	Expense	POSTAGE EXPENSE	8,358.15	711.37		711.37	9,069.52
64-0903-9033	Expense	COLLECTION EXPENSE					0.00
64-0903-9034	Expense	FORMS & SUPPLIES	446.99	345.00		345.00	791.99
64-0903-9035	Expense	COMMUNICATIONS EXPENSE	3,264.05	391.83		391.83	3,655.88
64-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	2,597.27	556.30		556.30	3,153.57
64-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS					0.00
64-0920-9201	Expense	GENERAL & ADMIN. SALARIES	67,700.08	8,349.50		8,349.50	76,049.58
64-0921-9210	Expense	NEWSADS & PROMOTIONS	2,173.62				2,173.62
64-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	17,625.95	1,844.22		1,844.22	19,470.17
64-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	2,149.62				2,149.62
64-0921-9213	Expense	COMMUNICATIONS EXPENSE	3,132.77	278.01		278.01	3,410.78
64-0921-9214	Expense	MEMBERSHIP FEES & DUES	8,560.75				8,560.75
64-0921-9215	Expense	SUPPLIES & EXPENSES	475.05	137.50		137.50	612.55
64-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	6,076.02				6,076.02
64-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	7,773.14	1,262.39		1,262.39	9,035.53
64-0921-9218	Expense	LICENSES & PERMITS					0.00
64-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	2,355.11	280.24		280.24	2,635.35
64-0921-9220	Expense	SMALL OFFICE EQUIPMENT					0.00
64-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	6,603.43				6,603.43
64-0923-9232	Expense	AUDITOR EXPENSE	9,137.50				9,137.50
64-0923-9233	Expense	ENGINEERING & CONSULTANTS					0.00
64-0923-9234	Expense	OUTSIDE SERVICES	26,236.41	3,027.05		3,027.05	29,263.46
64-0923-9235	Expense	CLEANING SERVICES	2,924.23	156.03		156.03	3,080.26
64-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	427.17				427.17
64-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	16,096.68	2,012.08		2,012.08	18,108.76
64-0925-9251	Expense	WORKMANS COMP. INSURANCE	16,218.57	2,027.32		2,027.32	18,245.89
64-0926-9260	Expense	FICA INSURANCE	29,930.45	3,370.34		3,370.34	33,300.79
64-0926-9261	Expense	PERA EXPENSE	38,248.25	4,418.84		4,418.84	42,667.09
64-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	184,668.71	22,541.47		22,541.47	207,210.18
64-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	7,889.63	888.88		888.88	8,778.51
64-0926-9264	Expense	EDUCATION & SAFETY TRAINING	9,396.25				9,396.25
64-0926-9265	Expense	MEDICARE EXPENSE	6,999.99	788.23		788.23	7,788.22
64-0926-9266	Expense	UNEMPLOYMENT EXPENSE					0.00
64-0926-9267	Expense	HEAT SHARE EXPENSE	96.00				96.00
64-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	2,258.52	366.87		366.87	2,625.39
64-0930-9303	Expense	SERVICE TERRITORY EXPENSE	3,644.50	740.00		740.00	4,384.50
64-0930-9304	Expense	GENERAL FUND EXPENSE					0.00
64-0930-9305	Expense	REAL ESTATE TAXES					0.00
64-0930-9306	Expense	SALES TAX EXPENSE	852.93	123.60		123.60	976.53
64-0930-9307	Expense	COMMERCIAL REBATES	30,184.59				30,184.59
64-0930-9308	Expense	CONSERVATION IMPROVEMENT EXP	3,184.94	1,490.36		1,490.36	4,675.30
64-0930-9309	Expense	RESIDENTIAL REBATES	1,014.69	190.22		190.22	1,204.91

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0930-9311	Expense	CHRISTIMAS LIGHTING EXPENSE					0.00
64-0933-9034	Expense	FORMS & SUPPLIES					0.00
64-0933-9330	Expense	TRANSPORTATION FUEL & LUBE	87.02	48.00		48.00	135.02
64-0933-9331	Expense	TRANSPORTATION REPAIRS & MAINT	869.47				869.47
64-0940-9402	Expense	EXTRAORDINARY EXPENSE					0.00
			0.00	3,699,611.71	3,699,611.71	0.00	0.00

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 64-0001-1071 to 64-0940-9402
 Printed for 9/1/2021 to 9/30/2021
 Printed for all sources.

**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-WATER DEPARTMENT
FOR MONTH ENDING: SEPTEMBER 30, 2021**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Sales	74,563.85	609,635.73	70,935.20	567,044.08
Commercial Sales	41,637.05	293,820.99	50,342.82	289,459.35
Industrial Sales	10,306.30	94,671.28	10,338.37	87,284.58
Non Metered Sales	4,402.65	10,965.45	1,018.50	2,799.35
Service Line Repair Fee	1,471.00	13,230.00	1,461.00	13,104.00
Late Charges	1,052.00	8,571.83	1,147.14	5,045.60
Rent/Lease Income	7,200.00	38,066.28	7,200.00	36,757.00
Availability/Connection Fees	0.00	66,000.00	4,000.00	20,000.00
Construction Fees	0.00	0.00	0.00	0.00
Trunk Facilities Fees	0.00	12,748.00	0.00	0.00
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	1,685.60	4,433.80	905.00	6,813.75
Other Operating Revenue	0.00	0.00	50.00	1,145.36
TOTAL OPERATING REVENUE:	142,318.45	1,152,143.36	147,398.03	1,029,453.07
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	9,328.35	70,936.62	6,501.60	57,684.27
Power for Pumping	2,924.33	26,086.00	3,073.88	25,258.54
Natural Gas	218.19	4,079.34	267.65	3,611.27
Utilities & Generator Expense	0.00	0.00	0.00	0.00
Lube Oil & Lubricants	0.00	0.00	0.00	0.00
Chemicals	1,138.04	17,339.94	1,488.81	15,844.48
Water Testing	77.84	2,282.47	129.06	2,199.78
Communications Expense	37.89	344.85	48.20	430.58
Scada & Computer Equipment	220.24	3,414.33	331.35	1,616.74
Equipment Repairs	499.19	3,526.55	236.42	1,792.49
Equip. Maint. & Inspections	0.00	1,300.00	0.00	0.00
Building & Grounds Maint.	146.07	1,395.39	1,719.05	2,659.68
Misc. Plant Expense	0.00	15.53	0.00	0.00
Total Production Plant:	14,590.14	130,721.02	13,796.02	111,097.83
Distribution System:				
Salaries & Supervision	10,462.61	76,880.53	9,589.30	89,634.76
System & Shop Supplies	0.00	6.05	64.32	713.94
Small Tools Expense	167.90	699.42	53.42	588.28
GIS Data & Maintenance Exp.	126.81	1,429.52	289.56	3,356.16
Computer Equip. & Maintenance	543.30	558.27	0.00	0.00
Safety Equipment	0.00	414.77	74.84	2,016.14
Education & Safety Training	21.50	771.50	0.00	1,020.00
Outside Services	42.12	443.62	45.36	321.30
Meter Expense	0.00	376.31	95.93	1,289.53
Customer Service Line Repair Exp.	0.00	4,793.20	0.00	0.00
Customer Owned Service Exp.	0.00	924.16	0.00	246.38
Dist. Repairs & Maintenance	542.02	4,569.62	2,000.00	3,689.86
Transportation Fuel & Oil	359.11	2,884.18	204.95	1,989.70
Vehicle Repair & Maint.	845.83	2,240.84	0.00	1,135.69
Equipment Repair & Maint.	0.00	223.07	0.00	940.81
Utilities	826.04	8,558.59	1,502.50	7,770.88
Building & Grounds Maint.	0.00	410.32	0.00	1,122.19
Misc. Dist. & Tower Maint. & Exp.	0.00	21.76	16.99	932.40
Total Distribution:	13,937.24	106,205.73	13,937.17	116,768.02

INCOME STATEMENT-WATER

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
Customer Accts. Expenses:				
Customer Accts. Salaries	4,106.51	38,170.86	4,041.78	37,063.74
Meter Reading Salaries	290.41	2,128.63	277.33	2,466.77
Postage Expense	249.14	1,728.70	113.27	1,482.73
Collection Expense	0.00	0.00	0.00	0.00
Forms & Supplies	98.18	651.85	194.04	1,373.28
Communications Expense	152.05	1,377.06	143.11	1,287.79
Uncollectible Accts. Expense	0.00	0.00	0.00	0.00
Total Customer Acct. Expenses:	4,896.29	44,057.10	4,769.53	43,674.31
General & Administrative Expenses:				
Salaries & Supervision	4,316.44	40,254.58	4,017.34	38,344.73
Newads, Website, Subscriptions & Promos	0.00	1,152.34	1,005.02	3,461.66
Office Supplies, Computer Exp., & Sm. Equip	349.70	4,776.03	260.87	3,927.14
Communications Expense	49.07	643.08	52.72	685.08
Membership Fees & Dues	0.00	2,052.25	0.00	1,958.40
Maint. Contracts, Licenses & Permits	222.77	4,136.64	95.56	6,456.63
State & Federal Assessments	4,199.00	12,455.00	4,128.00	12,384.00
Professional Fees	555.53	3,722.61	13.69	14,158.96
Outside Services	409.59	4,493.26	447.42	4,540.86
Meals, Travel, Meetings	0.00	683.03	2.41	108.95
Prop. & Liab. Insurance	732.33	6,591.01	727.33	6,546.01
Employee Pensions & Benefits	10,019.22	77,274.20	7,696.62	73,639.34
Education & Safety Training	0.00	1,653.75	0.00	1,709.63
Wellhead Plan Implementation	0.00	0.00	0.00	738.75
Sales Tax Expense	0.00	0.00	0.00	0.00
Building & Grounds Maint.	0.00	37.88	0.00	112.00
Misc. G&A Expense	32.78	218.40	137.49	168.93
Total General & Administrative:	20,886.43	160,144.06	18,584.47	168,941.07
Depreciation Expense	32,900.00	296,100.00	32,500.00	292,500.00
TOTAL OPERATING EXPENSES:	87,210.10	737,227.91	83,587.19	732,981.23
OPERATING INCOME /(LOSS)	55,108.35	414,915.45	63,810.84	296,471.84
NONOPERATING REVENUE (EXPENSE)				
Interest Income	0.00	0.00	0.00	0.00
Change in Fair Value of Investments	(11.70)	30.60	6.75	39.26
Misc. Non Oper. Income	0.00	125.85	0.00	448.50
Gain/(Loss) Disposal of Property	0.00	0.00	0.00	0.00
Gain/(Loss) Sale of Bonds	0.00	0.00	0.00	0.00
Interest Expense	(6,316.98)	(58,189.77)	(7,485.42)	(68,687.55)
Fines & Penalties	0.00	0.00	0.00	0.00
Amortization of Bond Discount	0.00	0.00	0.00	0.00
General Fund Expense	0.00	0.00	0.00	(3,500.00)
Total NonOperating Rev/(Exp)	(6,328.68)	(58,033.32)	(7,478.67)	(71,699.79)
NET INCOME/(LOSS)	48,779.67	356,882.13	56,332.17	224,772.05

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
September 30, 2021**

ASSETS

CURRENT ASSETS:

Cash	869,551.59	
Temp Rate Stab Investments	0.00	
Customer Accounts Receivable	137,372.59	
Other Accounts Receivable	5,953.32	
Accrued Interest Receivable	0.00	
Inventory	43,477.70	
Prepaid Interest	0.00	
Prepaid Insurance	3,270.27	
Deferred Outflows of Resources	13,001.00	
Total Current Assets		1,072,626.47

RESTRICTED ASSETS:

Construction in Progress	0.00	
MCMU Construction Fund	0.00	
Reserve Fund	97,500.00	
MCMU Reserve Fund	0.00	
Debt Service Fund	313,631.66	
PFA Debt Service Fund	4,819.56	
Capital Improvements Fund	1,179,600.52	
Total Restricted Assets		1,595,551.74

FIXED ASSETS:

Land & Land Improvements	8,161.73	
Buildings	29,764.78	
Towers	1,856,019.63	
Wells	558,323.83	
Pumps	12,945.70	
Distribution System	4,769,207.30	
Treatment Plant	4,571,323.78	
Flouridation & Treatment System	124,029.43	
Trucks & Vehicles	74,124.47	
Tools, Shop & Garage Equipment	32,439.25	
Office Furniture & Equipment	30,792.37	
Miscellaneous Equipment	148,613.27	12,215,745.54
Less: Accumulated Depreciation		(6,344,823.76)
Total Fixed Assets		5,870,921.78

TOTAL ASSETS		8,539,099.99
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**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
September 30, 2021**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable	4,330.85	
Accrued Interest Payable	23,034.48	
Severance Payable	0.00	
Current Bonds Payable	430,000.00	
Accrued Wages Payable	0.00	
Deferred Revenue	22,037.77	
Net Pension Liability	219,598.00	
Deferred Inflows of Resources	5,975.00	
Total Current Liabilities		704,976.10

NONCURRENT LIABILITIES:

Contracts Payable	0.00	
Revenue Bonds Payable	1,560,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	1,560,000.00
PFA Loan Payable	<u>57,000.00</u>	
Total NonCurrent Liabilities		<u>1,617,000.00</u>

TOTAL LIABILITIES **2,321,976.10**

FUND EQUITY

Contributed	56,918.09	
Unappropriated Retained Earnings	5,803,323.67	
Net Income (Loss)	<u>356,882.13</u>	
Total Equity		<u>6,217,123.89</u>

TOTAL LIABILITIES & EQUITY **8,539,099.99**

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-1071	Asset	CONSTRUCTION IN PROGRESS					0.00
61-0001-1073	Asset	MCMU CONSTRUCTION FUND					0.00
61-0001-1251	Asset	RESERVE FUND	97,500.00				97,500.00
61-0001-1252	Asset	DEBT SERVICE FUND	278,588.33	37,330.83	2,287.50	35,043.33	313,631.66
61-0001-1253	Asset	PFA DEBT SERVICE FUND	0.04	4,819.52		4,819.52	4,819.56
61-0001-1255	Asset	MCMU RESERVE FUND					0.00
61-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	1,179,600.52				1,179,600.52
61-0001-1311	Asset	CASH ON DEPOSIT CHECKING	805,590.75	187,109.58	123,148.74	63,960.84	869,551.59
61-0001-1361	Asset	TEMP RATE STAB INVESTMENT					0.00
61-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	168,735.31	133,419.63	164,782.35	(31,362.72)	137,372.59
61-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	2,679.15	4,402.65	1,128.48	3,274.17	5,953.32
61-0001-1453	Asset	DUE FROM ELECTRIC FUND					0.00
61-0001-1512	Asset	PLANT MATERIALS & SUPPLIES	44,839.59	768.14	2,130.03	(1,361.89)	43,477.70
61-0001-1513	Fixed Asset	FLOUIDATION & TREATMENT SYSTEM	124,029.43				124,029.43
61-0001-1521	Fixed Asset	WELLS	558,323.83				558,323.83
61-0001-1530	Fixed Asset	DISTRIBUTION SYSTEM	4,767,619.29	1,588.01		1,588.01	4,769,207.30
61-0001-1540	Fixed Asset	LAND & LAND IMPROVEMENTS	8,161.73				8,161.73
61-0001-1550	Fixed Asset	BUILDINGS	29,764.78				29,764.78
61-0001-1555	Fixed Asset	TREATMENT PLANT	4,571,323.78				4,571,323.78
61-0001-1560	Fixed Asset	OFFICE FURNITURE & EQUIPMENT	30,792.37				30,792.37
61-0001-1562	Fixed Asset	TOWERS	1,856,019.63				1,856,019.63
61-0001-1570	Fixed Asset	PUMPS	12,945.70				12,945.70
61-0001-1571	Fixed Asset	TRUCKS & VEHICLES	74,124.47				74,124.47
61-0001-1580	Fixed Asset	TOOLS, SHOP & GARAGE EQUIP.	32,439.25				32,439.25
61-0001-1590	Fixed Asset	MISCELLANEOUS EQUIPMENT	148,613.27				148,613.27
61-0001-1651	Asset	PREPAID INTEREST					0.00
61-0001-1652	Asset	PREPAID INSURANCE	4,360.36		1,090.09	(1,090.09)	3,270.27
61-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(6,311,923.76)		32,900.00	(32,900.00)	(6,344,823.76)
61-0001-1711	Asset	ACCRUED INTEREST RECEIVABLE					0.00
61-0001-1712	Asset	DEFERRED OUTFLOWS OF RESOURCES					0.00
61-0001-2160	Equity	CONTRIBUTED	13,001.00				13,001.00
61-0001-2161	Equity	BALANCE FROM INCOME STATEMENT	(56,918.09)				(56,918.09)
61-0001-2162	Equity	UNAPPROPRIATED EARNINGS (END)	(5,803,323.67)				(5,803,323.67)
61-0001-2211	Liability	REVENUE BONDS PAYABLE	(1,560,000.00)				(1,560,000.00)
61-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT					0.00
61-0001-2281	Liability	SEVERANCE PAYABLE	(23,678.40)	23,678.40		23,678.40	0.00
61-0001-2311	Liability	CONTRACTS PAYABLE					0.00
61-0001-2315	Liability	CURRENT BONDS PAYABLE	(430,000.00)				(430,000.00)
61-0001-2321	Liability	ACCOUNTS PAYABLE	(3,490.43)	19,951.12	20,791.54	(840.42)	(4,330.85)
61-0001-2324	Liability	ACCRUED WAGES & TAXES					0.00
61-0001-2330	Liability	PFA LOAN PAYABLE	(57,000.00)				(57,000.00)
61-0001-2348	Liability	DUE TO ELECTRIC FUND					0.00

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(19,005.00)	2,287.50	6,316.98	(4,029.48)	(23,034.48)
61-0001-2429	Liability	DEFERRED REVENUE	(10,037.77)		12,000.00	(12,000.00)	(22,037.77)
61-0001-2430	Liability	NET PENSION LIABILITY	(219,598.00)				(219,598.00)
61-0001-2431	Liability	DEFERRED INFLOWS OF RESOURCES	(5,975.00)				(5,975.00)
61-0403-4031	Expense	DEPRECIATION EXPENSE	263,200.00	32,900.00		32,900.00	296,100.00
61-0419-4191	Expense	INTEREST EXPENSE	51,872.79	6,316.98		6,316.98	58,189.77
61-0419-4290	Revenue	INTEREST INCOME					0.00
61-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(42.30)	11.70		11.70	(30.60)
61-0420-4201	Revenue	MAINTENANCE INCOME					0.00
61-0421-4210	Revenue	MISC. NON OPERATING INCOME	(125.85)				(125.85)
61-0421-4211	Revenue	GAIN/LOSS ON DISPOSAL OF ASSET					0.00
61-0424-4264	Revenue	GAIN OR LOSS RESALE OF BONDS					0.00
61-0426-4263	Expense	FINES & PENALTIES					0.00
61-0428-4281	Expense	AMORTIZATION OF BOND DISCOUNT					0.00
61-0440-4401	Revenue	RESIDENTIAL SALES	(535,071.88)		74,563.85	(74,563.85)	(609,635.73)
61-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(11,759.00)		1,471.00	(1,471.00)	(13,230.00)
61-0440-4421	Revenue	COMMERCIAL SALES	(252,183.94)		41,637.05	(41,637.05)	(293,820.99)
61-0440-4431	Revenue	INDUSTRIAL SALES	(84,364.98)		10,306.30	(10,306.30)	(94,671.28)
61-0440-4441	Revenue	OPERATING TRANSFERS					0.00
61-0440-4491	Revenue	NON-METERED SALES	(6,562.80)		4,402.65	(4,402.65)	(10,965.45)
61-0450-4501	Revenue	LATE CHARGES	(7,519.83)	75.08	1,127.08	(1,052.00)	(8,571.83)
61-0450-4503	Revenue	CONNECTION FEE	(66,000.00)				(66,000.00)
61-0450-4504	Revenue	CONSTRUCTION FEES					0.00
61-0450-4505	Revenue	TRUNK FACILITIES FEES	(12,748.00)				(12,748.00)
61-0450-4541	Revenue	RENT/LEASE INCOME	(30,866.28)		7,200.00	(7,200.00)	(38,066.28)
61-0450-4563	Revenue	OTHER OPERATING REVENUE		162.48			162.48
61-0450-4565	Revenue	MERCHANDISE SALES	(2,748.20)		1,685.60	(1,685.60)	(4,433.80)
61-0540-5461	Expense	PRODUCTION PLANT SALARIES	61,608.27	21,167.55	11,839.20	9,328.35	70,936.62
61-0540-5471	Expense	POWER FOR PUMPING	23,161.67	2,924.33		2,924.33	26,086.00
61-0540-5472	Expense	NATURAL GAS	3,861.15	218.19		218.19	4,079.34
61-0540-5473	Expense	UTILITIES & GENERATOR EXPENSE					0.00
61-0540-5481	Expense	LUBE OIL & LUBRICANTS					0.00
61-0540-5482	Expense	CHEMICALS	16,201.90	1,138.04		1,138.04	17,339.94
61-0540-5483	Expense	WATER TESTING	2,204.63	77.84		77.84	2,282.47
61-0540-5511	Expense	COMMUNICATIONS EXPENSE	306.96	37.89		37.89	344.85
61-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP	3,194.09	220.24		220.24	3,414.33
61-0540-5541	Expense	EQUIPMENT REPAIRS	3,027.36	499.19		499.19	3,526.55
61-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	1,249.32	146.07		146.07	1,395.39
61-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	1,300.00				1,300.00
61-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE	15.53				15.53
61-0580-5801	Expense	DISTRIBUTION SALARIES	66,417.92	22,301.81	11,839.20	10,462.61	76,880.53
61-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	6.05				6.05

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	414.77				414.77
61-0580-5813	Expense	SMALL TOOLS EXPENSE	531.52	167.90		167.90	699.42
61-0580-5814	Expense	EDUCATION & SAFETY TRAINING	750.00	21.50		21.50	771.50
61-0580-5815	Expense	OUTSIDE SERVICES	401.50	42.12		42.12	443.62
61-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	1,302.71	126.81		126.81	1,429.52
61-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.	14.97	543.30		543.30	558.27
61-0580-5862	Expense	METER EXPENSE	376.31				376.31
61-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	4,793.20				4,793.20
61-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	924.16				924.16
61-0580-5872	Expense	DIST. REPAIRS & MAINTENANCE	4,027.60	542.02		542.02	4,569.62
61-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE					0.00
61-0580-5882	Expense	TRANSPORTATION FUEL & OIL	2,525.07	359.11		359.11	2,884.18
61-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	1,395.01	845.83		845.83	2,240.84
61-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	223.07				223.07
61-0580-5888	Expense	UTILITIES	7,732.55	826.04		826.04	8,558.59
61-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	410.32				410.32
61-0590-5981	Expense	WATER TOWER MAINT.	21.76				21.76
61-0902-9021	Expense	METER READING SALARIES	1,838.22	290.41		290.41	2,128.63
61-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	34,064.35	4,106.51		4,106.51	38,170.86
61-0903-9032	Expense	POSTAGE EXPENSE	1,479.56	249.14		249.14	1,728.70
61-0903-9033	Expense	COLLECTION EXPENSE					0.00
61-0903-9034	Expense	FORMS & SUPPLIES	78.89				78.89
61-0903-9035	Expense	COMMUNICATIONS EXPENSE	1,225.01	152.05		152.05	1,377.06
61-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	474.78	98.18		98.18	572.96
61-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS					0.00
61-0920-9201	Expense	GENERAL & ADMIN. SALARIES	35,938.14	4,316.44		4,316.44	40,254.58
61-0921-9210	Expense	NEWSADS & PROMOTIONS	773.00				773.00
61-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	4,345.42	325.44		325.44	4,670.86
61-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	379.34				379.34
61-0921-9213	Expense	COMMUNICATIONS EXPENSE	594.01	49.07		49.07	643.08
61-0921-9214	Expense	MEMBERSHIP FEES & DUES	2,052.25				2,052.25
61-0921-9215	Expense	SUPPLIES & EXPENSES	80.91				105.17
61-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	683.03	24.26		24.26	683.03
61-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	1,946.36				2,169.13
61-0921-9218	Expense	LICENSES & PERMITS	1,967.51	222.77		222.77	1,967.51
61-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	8,256.00	4,199.00		4,199.00	12,455.00
61-0921-9220	Expense	SMALL OFFICE EQUIPMENT					0.00
61-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	1,554.58	555.53		555.53	2,110.11
61-0923-9232	Expense	AUDITOR EXPENSE	1,612.50				1,612.50
61-0923-9233	Expense	ENGINEERING & CONSULTANTS					0.00
61-0923-9234	Expense	OUTSIDE SERVICES	3,756.71	409.59		409.59	4,166.30
61-0923-9235	Expense	CLEANING SERVICES	326.96				326.96

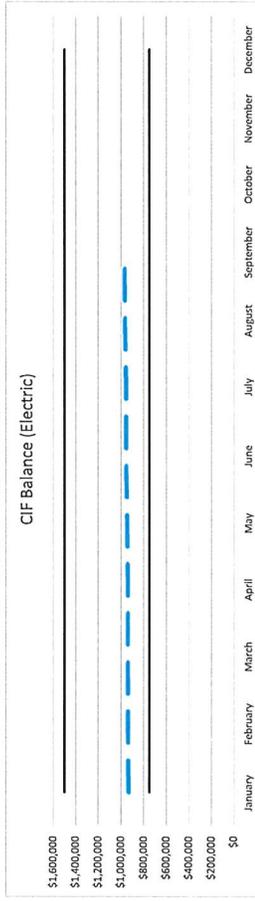
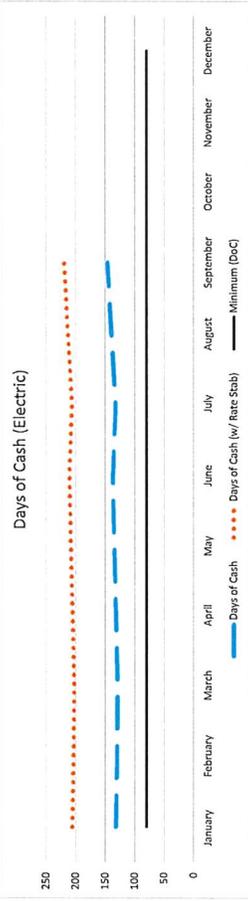
Trial Balance

PRINCETON PUBLIC UTILITIES

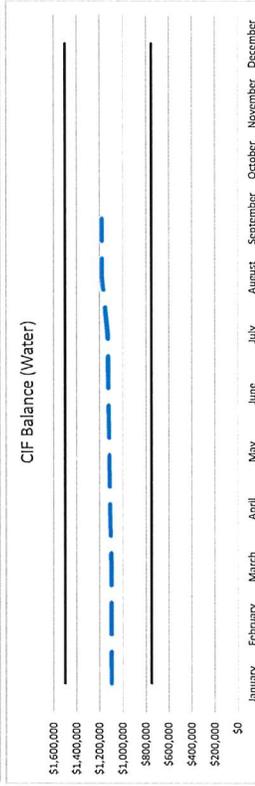
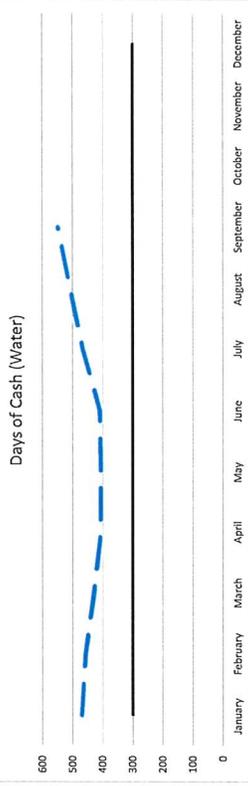
Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	37.88				37.88
61-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	5,858.68	732.33		732.33	6,591.01
61-0925-9251	Expense	WORKMANS COMP. INSURANCE	2,862.11	357.76		357.76	3,219.87
61-0926-9260	Expense	FICA INSURANCE	11,672.15	3,126.82		3,126.82	14,798.97
61-0926-9261	Expense	PERA EXPENSE	14,845.89	1,593.98		1,593.98	16,439.87
61-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	33,725.52	4,117.13		4,117.13	37,842.65
61-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	1,419.47	92.24		92.24	1,511.71
61-0926-9264	Expense	EDUCATION & SAFETY TRAINING	1,653.75				1,653.75
61-0926-9265	Expense	MEDICARE EXPENSE	2,729.84	731.29		731.29	3,461.13
61-0926-9266	Expense	UNEMPLOYMENT EXPENSE					0.00
61-0930-9301	Expense	WELLHEAD PLAN IMPLEMENTATION					0.00
61-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	185.62	32.78		32.78	218.40
61-0930-9304	Expense	GENERAL FUND EXPENSE					0.00
61-0930-9306	Expense	SALES TAX EXPENSE					0.00
			0.00	532,810.12	532,810.12	0.00	0.00

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 61-0001-1071 to 61-0930-9306
 Printed for 9/1/2021 to 9/30/2021
 Printed for all sources.

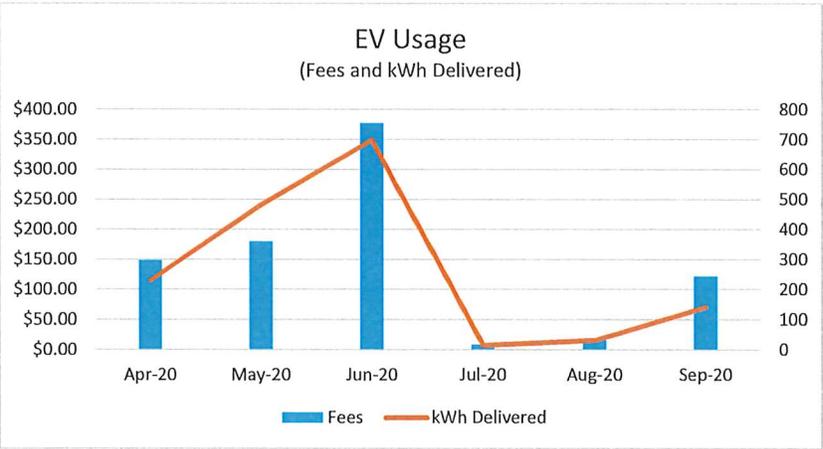
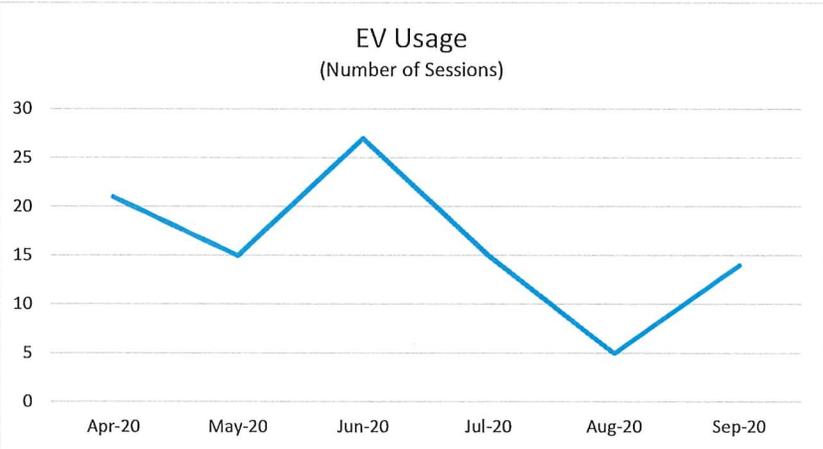
Month	Electric				Days of Cash (w/ Rate Stab)	Minimum (DoC)	Minimum (CIF)	Maximum (CIF)
	Annual Operating Expenses (2020)	Depreciation (2020)	Cash	CIF				
January	\$6,734,785	\$683,591	\$2,190,508	\$933,823	132	80	\$750,000	\$1,500,000
February	\$6,734,785	\$683,591	\$2,156,444	\$939,069	130	80	\$750,000	\$1,500,000
March	\$6,734,785	\$683,591	\$2,137,126	\$940,844	129	80	\$750,000	\$1,500,000
April	\$6,734,785	\$683,591	\$2,183,299	\$940,859	132	80	\$750,000	\$1,500,000
May	\$6,734,785	\$683,591	\$2,229,618	\$946,042	134	80	\$750,000	\$1,500,000
June	\$6,734,785	\$683,591	\$2,271,061	\$955,133	137	80	\$750,000	\$1,500,000
July	\$6,734,785	\$683,591	\$2,195,601	\$956,189	132	80	\$750,000	\$1,500,000
August	\$6,734,785	\$683,591	\$2,313,271	\$965,202	140	80	\$750,000	\$1,500,000
September	\$6,734,785	\$683,591	\$2,420,798	\$968,343	146	80	\$750,000	\$1,500,000
October	\$6,734,785	\$683,591				80	\$750,000	\$1,500,000
November	\$6,734,785	\$683,591				80	\$750,000	\$1,500,000
December	\$6,734,785	\$683,591				80	\$750,000	\$1,500,000



Month	WATER				Days of Cash	Minimum (DoC)	Minimum (CIF)	Maximum (CIF)
	Annual Operating Costs (2020)	Depreciation (2020)	Cash	CIF				
January	\$964,401	\$385,517	\$745,372	\$1,097,540	470	300	\$750,000	\$1,500,000
February	\$964,401	\$385,517	\$726,723	\$1,098,559	458	300	\$750,000	\$1,500,000
March	\$964,401	\$385,517	\$682,110	\$1,098,719	430	300	\$750,000	\$1,500,000
April	\$964,401	\$385,517	\$646,312	\$1,110,719	408	300	\$750,000	\$1,500,000
May	\$964,401	\$385,517	\$645,180	\$1,115,660	407	300	\$750,000	\$1,500,000
June	\$964,401	\$385,517	\$650,150	\$1,124,753	410	300	\$750,000	\$1,500,000
July	\$964,401	\$385,517	\$738,117	\$1,130,853	465	300	\$750,000	\$1,500,000
August	\$964,401	\$385,517	\$805,591	\$1,179,601	508	300	\$750,000	\$1,500,000
September	\$964,401	\$385,517	\$869,552	\$1,179,601	548	300	\$750,000	\$1,500,000
October	\$964,401	\$385,517				300	\$750,000	\$1,500,000
November	\$964,401	\$385,517				300	\$750,000	\$1,500,000
December	\$964,401	\$385,517				300	\$750,000	\$1,500,000



EV Usage Tracking			
	Sessions	Fees	kWh Delivered
Apr-20	21	\$148.80	230
May-20	15	\$180.40	481
Jun-20	27	\$377.66	699
Jul-20	15	\$9.30	15
Aug-20	5	\$16.85	32
Sep-20	14	\$122.59	141





Protecting, Maintaining and Improving the Health of All Minnesotans

October 18, 2021

✓ Mr. Keith Butcher, General Manager
Mr. Scott Schmit, Water Operator
Princeton Public Utilities Commission
P.O. Box 218
Princeton, Minnesota 55371-0218

Subject: Scoping 2 Decision Notice and Meeting Summary – Princeton Public Utilities Commission – PWSID 140008

Dear Mr. Butcher and Mr. Schmit,

This letter provides notice of the results of a scoping meeting held with both of you, Katie Breth (Minnesota Rural Water Association) and me on October 12, 2021, at Mille Lacs County Historical Society regarding wellhead protection (WHP) planning. During the meeting, we discussed the data elements that must be compiled and assessed to prepare the part of the WHP plan related to the management of potential contaminants in the approved drinking water supply management area. The enclosed Scoping 2 Decision Notice lists the data elements discussed at the meeting. We also discussed a summary of planning issues and recommendations that were identified during the Part 1 WHP Plan development process which should be considered for inclusion in your Part 2 WHP Plan.

Princeton Public Utilities Commission has met the requirements to distribute copies of the first part of the WHP plan to local units of government and hold an informational meeting for the public. Princeton Public Utilities Commission will have until December 29, 2021, to complete its WHP plan.

MDH understands a consultant, not determine at this time, will be working with you to develop a draft of the remainder of the WHP plan. I will be contacting you to review the progress of the development of Part 2 of your plan. Upon request, the Technical Assistance Planner can provide a glossary of terminology, identification of information sources for the required Data Elements, and other technical assistance documents. If you have any questions regarding the enclosed notice, contact me by email at chad.r.anderson@state.mn.us or by phone at 651-201-5847.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad Anderson', written over a horizontal line.

Chad Anderson Principal Planner
Source Water Protection Unit
3333 Division Street, Suite #212
St. Cloud, Minnesota 56301

CA:ds-b

Enclosures: Scoping 2 Decision Notice, PCSI Requirements, WHP Planning Issues Summary

cc: Jennifer Soltys, MDH Engineer, St. Cloud
Katie Breth, Groundwater Specialist, Minnesota Rural Water Association
Luke Stuewe, Minnesota Department of Agriculture



Princeton Utilities Report

October 2021

I'm very happy to report that the safety program is one that is operating at a level that I would characterize as successful. There have been a couple incidents in the past, the involved employee were very forthcoming in discussing them. The objective in discussions surrounding the incidents is to prevent future similar occurrences.

I receive numerous phone calls, text messages and emails from the employees when there are questions regarding the compliance with a regulation or a safety concern. One of the greatest components of the MMUA Safety Management program is the availability of being a resource for any member to contact at any time with questions. The utility employees utilize that resource to a tremendous extent, which shows their proactive stance regarding safety.

During my visits, I make constant walk around observations. If during those walk arounds, I find an issue that needs resolving, I will talk to someone, Jeremy, Jim, Scott S and in the past Scott D and Jon. Anything that I've brought to their attention was immediately resolved. Jim purchased a guard blanket for the press and Scott D rearranged the shop so that oxygen and acetylene were stored separately according to the regulatory requirements. Point is that I'm confident that any issue that is presented, there will be an immediate response to rectify to come into compliance.

MMUA has eight program manuals (PPE, ERTK, BBP, AWAIR, etc.) that have been identified as in need of updating. Their current format is in compliance, however, there needs to be updates to bring them up to date with current employee names and titles. I will be continuing to work on those updates with the goal to be completed by January 1.

I've very proud to say that the Princeton Utilities are a part of my safety management group. I would easily classify the operation of one of the best.

Joe Schmidt, CSP

MEMORANDUM 21-32



TO: Princeton Public Utilities Commission
 FROM: Keith R. Butcher, General Manager
 SUBJECT: Employee Handbook Update
 DATE: October 27th, 2021

ITEM SUMMARY

Princeton Public Utilities would like to update the Employee Handbook to better match current industry standards and practices.

BACKGROUND

There are several items in the Employee Handbook that could be updated.

Section 3.2 On-Call Pay

PPU's current policy is as follows:

Compensation: *An employee scheduled for on-call duty is paid for every 8 hours of on-call time (see Appendix A: Schedule). When a holiday falls on a Monday the person serving On-Call for that prior weekend is also On-Call duty for the holiday. If a holiday falls on any other weekday the person On-Call for that week will take the On-Call duty.*

Recall While in On-Call Status: *An employee who returns to duty while On-Call is also paid overtime time for the first 2 hours, with a 2 hour minimum of pay. This includes travel time to and from the worksite. When an employee returns to duty for more than 2 hours, the employee will be paid for any time worked at the rate of overtime, as applicable.*

The above language does not specifically address the need for daily water treatment plant checks. Language to codify existing practice could be as follows:

Water Treatment Plant Checks: *The water on-call employee who conducts a Water Treatment Plant Check during a weekend day or on a holiday will be receive overtime pay for the half-hour that it usually takes. Plant Checks are expected to occur in the morning so as not to adversely affect the readings and ensure that all plants are monitored and operating effectively.*

In addition, recall is particularly disruptive to the employee's personal life when occurring on actual holidays. PPU proposes paying double-time for recalls occurring on the actual day of a holiday (not the observed day as recognized by the office) for those holidays listed in section 5.2 *Holiday*.

5.3 Vacation

PPU's vacation policy is as follows:

Earning Vacation: *PPU provides paid vacation to all active regular full-time employees on the basis of their length of service. After one year of full-time employment, the employee is entitled to 5 days paid vacation. Additional paid vacation days are added on the January 1st following the employee's anniversary date according to the following schedule:*

<i>Years of Service</i>	<i>Vacation Days Received</i>
1	5
2	10
10	15
15	20
25+	25*

Carryover: An employee can carry over a maximum of 40 hours of vacation from one calendar year to the next. Any unused vacation in excess of 40 hours will be forfeited.

There are several items that PPU would like to update to conform to industry standards so that we remain competitive in the marketplace when recruiting talent.

Suggested Change

Currently a full year’s worth of vacation is distributed to staff on January 1st of each year. PPU would like to transition to an accrual system where vacation is earned and allocated each pay period for time worked.

In addition, accrual is currently set to five days after one year of service, 10 days after two years of service, etc... This means that new employees must work a full year before receiving any time off (excluding paid holidays). The per pay period vacation accrual process would begin after the Orientation Period (six months of full-time employment). After the Orientation Period, the employee will receive vacation for time served. There will be no credit offered to the employee should termination occur during the Orientation period. The proposed accrual is:

<i>Years of Service</i>	<i>Total Annual Vacation</i>	<i>Vacation Accrual Rate</i>
0 – 1	5	1.54 hours / pay period
1 – 10	10	3.08 hours / pay period
10 - 15	15	4.62 hours / pay period
15 - 25	20	6.15 hours / pay period
25+	25	7.69 hours / pay period

Carryover

Currently an employee can carry over a maximum of 40 hours of vacation from one calendar year to the next. As part of the transition to a more often accrual system, PPU would like to increase the carryover to a maximum of 120 hours.

5.4 Sick Days

PPU's sick day policy is as follows:

Earning Sick Days: *Active regular full-time employees earn 12 days of sick leave on January 1st of each year, with no maximum accrual of sick days.*

New Employees: *New employees earn the first 12 days of sick leave on their first anniversary of hire. On the subsequent January 1st following their one-year anniversary, they will earn additional sick days to bring them whole for a total accrual equal to one day per month worked through December.*

Currently a full year's worth of sick days (12) are distributed on January 1st of each year. For new employees, PPU recommends allocating 6 days of sick leave after their six-month anniversary and another 6 days of sick leave after their first one-year anniversary. After one-year, new employees would earn sick leave per the existing policy.

Housekeeping

There are a few typos throughout the document. PPU will correct and update those areas that do not affect the implementation and/or intent of any policy or procedure.

Payday

Staff are currently paid on Wednesdays with Time Sheets due on Mondays. This creates a very tight schedule in the office especially during holiday weeks.

Suggested Change

We would like to switch to a Friday payday with Time Sheets still due on Mondays. This will give the office staff additional time to process payroll and improve workflows and scheduling.

RECOMMENDATION

Staff recommends adopting the proposed changes to the Employee Handbook effective January 1st, 2021.

MEMORANDUM 21-33



TO: Princeton Public Utilities Commission
 FROM: Keith R. Butcher, General Manager
 SUBJECT: Proposed Budgets
 DATE: October 27th, 2021

ITEM SUMMARY

For your review is the proposed budgets for 2021

BACKGROUND INFORMATION

2021 YTD Values

YTD 9/30/2021	Electric			Water		
	YTD Budget	YTD Actual	% Change	YTD Budget	YTD Actual	% Change
Operating Revenues	\$5,638,842	\$5,774,384	2.40%	\$939,663	\$1,073,395	14.23%
Operating Expenses	\$4,932,873	\$4,776,344	-3.17%	\$525,024	\$441,128	-15.98%

2022 Plan (Electric)

	FY 2018	FY 2019	FY 2020	YTD 9/30/2021	YTD Budget	Total Budget	Est. Y/E	2022 (Low)	2022 (Avg)	2022 (High)
Revenues										
Residential	\$2,495,182	\$2,337,427	\$2,444,228	\$1,957,199	\$1,762,686	\$2,350,253	\$2,367,212	\$2,367,212	\$2,431,197	\$2,495,182
Small Commercial	\$741,811	\$710,931	\$666,659	\$551,549	\$530,487	\$707,321	\$722,438	\$722,438	\$732,124	\$741,811
Large General	\$2,300,572	\$2,203,902	\$1,888,298	\$1,286,892	\$1,667,898	\$2,223,869	\$2,245,239	\$2,245,239	\$2,272,905	\$2,300,572
Large Power	\$1,293,261	\$1,208,207	\$1,312,008	\$1,351,282	\$924,183	\$1,232,241	\$1,229,781	\$1,229,781	\$1,261,521	\$1,293,261
Other Operating Revenue	\$687,275	\$981,128	\$774,650	\$627,462	\$753,588	\$1,004,785	\$837,604	\$840,091	\$785,801	\$731,510
Total Operating Revenue	\$7,518,101	\$7,441,595	\$7,085,843	\$5,774,384	\$5,638,842	\$7,518,469	\$7,402,274	\$7,404,761	\$7,483,548	\$7,562,336
Expenses										
Production Plant	\$4,902,253	\$4,642,531	\$4,508,343	\$3,730,047	\$3,634,263	\$4,845,707	\$4,801,447	\$4,945,960	\$4,981,231	\$5,016,502
Distribution	\$660,861	\$617,223	\$647,292	\$376,035	\$552,195	\$736,250	\$607,903	\$671,701	\$671,701	\$671,701
Customer Accounts	\$137,944	\$152,016	\$143,547	\$100,929	\$124,956	\$166,600	\$150,420	\$154,604	\$154,604	\$154,604
G&A	\$738,086	\$878,073	\$752,012	\$569,333	\$621,459	\$828,625	\$865,125	\$881,924	\$881,924	\$881,924
Total Operating Expense	\$6,439,143	\$6,289,842	\$6,051,194	\$4,776,344	\$4,932,873	\$6,577,182	\$6,424,895	\$6,654,189	\$6,689,461	\$6,724,732
Non-Operating Revenue	\$72,919	\$88,814	\$87,761	\$36,489	\$48,744	\$65,000	\$92,189	\$65,000	\$65,000	\$65,000
Non-Operating Expense	\$847,877	\$834,058	\$773,722	\$513,497	\$595,305	\$793,750	\$831,820	\$793,750	\$793,750	\$793,750
Bond Principal	\$535,000	\$495,000	\$495,000	\$336,667	\$336,667	\$505,000	\$505,000	\$505,000	\$505,000	\$505,000
Depreciation	\$700,451	\$699,280	\$683,591	\$464,000	\$524,997	\$700,000	\$732,000	\$700,000	\$700,000	\$700,000
Capital Expenditures (from Budget)	\$184,834	\$294,796	\$294,796	\$241,061	\$143,667	\$215,500	\$215,500	\$158,800	\$158,800	\$158,800
Balance	\$284,616	\$315,993	\$242,483	\$407,303	\$204,072	\$192,037	\$249,248	\$58,022	\$101,538	\$145,054

2022 Plan (Water)

	FY 2018	FY 2019	FY 2020	YTD 9/30/2021	YTD Budget	Total Budget	Est. Y/E	2022 (Low)	2022 (Avg)	2022 (High)
Revenues										
Residential	\$741,917	\$688,443	\$735,190	\$609,636	\$530,352	\$707,130	\$705,719	\$707,130	\$724,524	\$741,917
Commercial	\$387,192	\$339,450	\$357,680	\$293,821	\$273,141	\$364,190	\$363,463	\$364,190	\$375,691	\$387,192
Industrial	\$104,329	\$101,927	\$115,491	\$94,671	\$76,653	\$102,207	\$102,003	\$102,207	\$103,268	\$104,329
Other Operating Revenue	\$78,689	\$94,414	\$73,277	\$75,267	\$59,517	\$79,350	\$105,409	\$79,350	\$79,020	\$78,689
Total Operating Revenue	\$1,312,127	\$1,224,234	\$1,281,638	\$1,073,395	\$939,663	\$1,252,877	\$1,276,594	\$1,252,877	\$1,282,502	\$1,312,127
Expenses										
Production Plant	\$140,305	\$139,237	\$152,163	\$130,721	\$115,587	\$154,100	\$127,442	\$157,468	\$157,468	\$157,468
Distribution	\$178,614	\$156,195	\$159,647	\$106,206	\$170,415	\$227,200	\$157,714	\$226,150	\$226,150	\$226,150
Customer Accounts	\$54,425	\$63,124	\$60,937	\$44,057	\$48,492	\$64,650	\$61,872	\$64,282	\$64,282	\$64,282
G&A	\$182,040	\$194,071	\$206,138	\$160,144	\$190,530	\$254,050	\$189,671	\$249,230	\$249,230	\$249,230
Total Operating Expense	\$555,384	\$552,627	\$578,884	\$441,128	\$525,024	\$700,000	\$536,699	\$697,131	\$697,131	\$697,131
Non-Operating Revenue	\$14,488	\$25,354	\$19,083	\$156	\$10,494	\$14,000	\$5,780	\$14,000	\$14,000	\$14,000
Non-Operating Expense	\$502,104	\$501,179	\$479,248	\$354,290	\$371,250	\$495,000	\$497,167	\$495,000	\$495,000	\$495,000
Bond Principal	\$400,000	\$401,000	\$401,000	\$282,000	\$282,000	\$423,000	\$423,000	\$429,000	\$429,000	\$429,000
Depreciation	\$365,336	\$376,804	\$385,517	\$296,100	\$292,500	\$390,000	\$390,000	\$390,000	\$390,000	\$390,000
Capital Expenditures (from Budget)	\$537,071	\$47,016	\$270,879	\$75,488	\$140,000	\$210,000	\$248,952	\$161,200	\$161,200	\$161,200
Balance	\$194,040	-\$99,293	-\$43,774	\$216,746	-\$75,617	-\$171,123	-\$37,577	-\$125,454	-\$95,829	-\$66,203

RECOMMENDATION

This is the initial proposal only. Typically, budgets are proposed at the October meeting, reviewed at the November meeting, and approved at the December meeting.

MEMORANDUM 21-34



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Proposed 2022 Fee Schedule
DATE: October 27th, 2021

ITEM SUMMARY

For approval is the proposed Fee Schedule for 2022

BACKGROUND INFORMATION

2022 Fee Schedule				
		updated January 1st, 2022		% Change
Administrative Service Charges				
Processing Fee for Service Application		\$10.00	\$10	0%
Utility Deposits (New Customer)				
Residential Non Electric Heat apartment		\$250.00	\$250	0%
Residential Non Electric Heat		\$350.00	\$350	0%
Residential Electric Heat		\$400.00	\$400	0%
Commercial		\$700.00	\$700	0%
Senior Citizen, Age 62		\$75.00	\$75	0%
Utility Deposits (following disconnection)	The sum of the two highest months in the last year			
Interest rate for utility deposits	based on MN Statute 325E.02			
NSF Charge		\$30.00	\$30	0%
Door Hanger reminder		\$25.00	\$25	0%
Disconnection/Reconnection of Utilities				
		During business hours \$50.00	\$50	0%
		At the transformer - Additional \$100.00	\$100	0%
Meter Tampering Fee		\$250.00	\$250	0%
Meter Testing Fee		\$50.00 Minimum	\$50	0%
Late Payment Penalty		10%	10%	0%
AMR Meter Reading Fee		\$25	\$25	0%
Electric Service Fees				
Street Light Fee		\$1.00 monthly	\$1	0%
Electric Service line protection program		\$1.00 per month per eligible residential property	\$1	0%
Solar Credit		Based on Solar Subscriptions	No Change	
EV Charger (DCFC)		\$5/Connection. \$0.30/minute.	No Change	0%
EV Charger (L2)		\$2/hour	No Change	0%
Electric New Service Connection Fee				
Single Residence		\$3.00 per amp	No Change	0%
Multiple Residence		\$2.25 per amp	No Change	0%
Commercial/Industrial		\$4.50 per amp	No Change	0%
Temporary Connection Charge		\$140.00	No Change	0%
Property Development				
Access fee		\$200.00 per lot	No Change	0%
Trunk Fee		\$500.00 per lot	No Change	0%
Electric Construction Charges-New Service				
Single Phase UG Plowing - note: we will not offer new OH service		\$7.99/ft \$799.00 minimum	\$8.50/ft, \$850 min	6.4%
Three Phase UG Plowing- note: we will not offer new OH service		\$9.99/ft \$999.00 minimum	\$12.50/ft, \$1250 min	25.1%
Boring charges		Vendor Fee	No Change	
Transformer Capacity Fee		Subject to transformer cost	No Change	
Winter Construction - Frost Charges		November 1 to April 1: Vendor Fee	No Change	
Extraordinary Service Charges		Minimum \$50.00	No Change	
Cogen / Small Power Production Application Fee		\$100	\$100	0.0%

Water Service Fees				
Deposit for 3/4" Hydrant Meter Use		\$100.00	<i>No Change</i>	<i>0%</i>
Deposit for 3" Hydrant Meter Use		\$300.00	<i>No Change</i>	<i>0%</i>
Annual Hydrant Fee (due April 1st of each year)		\$350.00		
Water Service line protection program		\$1.00 per month per eligible residential property		
Water Connection Charge (Water Access Charge-WAC)				
1" Water Service Line		\$2,000.00	<i>No Change</i>	<i>0%</i>
1 1/2" Water Service Line		\$3,000.00	<i>No Change</i>	<i>0%</i>
2" Water Service Line		\$4,000.00	<i>No Change</i>	<i>0%</i>
4" Water Service Line		\$8,000.00	<i>No Change</i>	<i>0%</i>
6" Water Service Line		\$12,000.00	<i>No Change</i>	<i>0%</i>
8" Water Service Line		\$16,000.00	<i>No Change</i>	<i>0%</i>
10" Water Service Line		\$20,000.00	<i>No Change</i>	<i>0%</i>
12" Water Service Line		\$24,000.00	<i>No Change</i>	<i>0%</i>
Water Trunk Fee				
		\$3,187.00 per acre	<i>No Change</i>	<i>0%</i>
Water Meters				
5/8" Meter and equipment		\$389.00	\$389.00	<i>NEW</i>
3/4" Meter and equipment		\$432.20	\$432.20	<i>0.0%</i>
1" Meter and equipment		\$482.35	\$482.35	<i>0.0%</i>
1 1/2" Meter and equipment		\$810.08	\$810.08	<i>0.0%</i>
2" Meter and equipment		\$1,095.34	\$1,095.34	<i>0.0%</i>
3" Compound Meter and equipment		\$2,835.00	<i>No Change</i>	<i>0%</i>
4" Compound Meter and equipment		\$5,287.50	<i>No Change</i>	<i>0%</i>
Meter base/plates		Subject to cost	<i>No Change</i>	
Private Fire Hydrant Maintenance		Annual per fire hydrant \$50.00	\$55	<i>9%</i>
Abandoned Water Service Fee		\$2,000.00	<i>No Change</i>	<i>0%</i>
Equipment Rates (per hour)				
Digger & Bucket trucks		\$130	\$130	<i>0.0%</i>
1 Ton Dump truck		\$100	\$100	<i>0.0%</i>
Pick ups		\$55	\$55	<i>0.0%</i>
Bobcat / Chipper/ Trencher		\$100	\$100	<i>0.0%</i>
Trailers		\$50	\$50	<i>0.0%</i>
Labor (per hour)				
Office staff		\$55	\$60	<i>9.1%</i>
Administrative		\$85	\$90	<i>5.9%</i>
Supervisor - Utility staff		\$75	\$80	<i>6.7%</i>
<i>After hour and holiday rates will be billed at time and one half and double time respectively</i>				
Print copies (under 100 total copies)		25¢ each	<i>No Change</i>	<i>0%</i>
Print copies (100 total copies or more)		Actual costs	<i>No Change</i>	<i>0%</i>

RECOMMENDATION

This is the initial proposal only. Typically, budgets are proposed at the October meeting, reviewed at the November meeting, and approved at the December meeting.